



## CLASSIFIED SUBSTITUTE USE OF TIME SHEETS

- **Name** – please print your first and last name.
- **Employee Number** – you will not know your employee number until you are issued your AESOP log in. Until you learn that number, it is good to use the last four digits of your social security number. This will give our Payroll staff another reference to assure that they are paying the proper person.
- **Building** – because you will be moving from building to building as your assignments change, you may leave this space blank.
- **Pay Period** – our pay periods run from the 16<sup>th</sup> of one month to the 15<sup>th</sup> of the following month. We are paid on the last working day of that second month. Enter the month and year the covers the last half of the pay period. If the pay period is Jan 16<sup>th</sup>- Feb 15<sup>th</sup> 2010, enter Feb. 10.
- **Position** – indicate which substitute position this timesheet is for. Example: Educational Assistant Substitute.
- **Employee Group** – write “classified substitute”
- **Record of Hours** – you will enter the number of hours worked in the box next to the corresponding date on the form. It is unlikely that you will claim any type of hours other than “Regular Hours”, so use that box unless instructed otherwise by a supervisor. Make sure to record the actual hours worked, do not indicate a time frame. Example: “6 hours”
- **Banked Leave Time** – not use, please leave blank
- **Other** - not use, please leave blank
- **Building** – On the same line as the hours you entered, please write the name of the school or department you are working in under the “Building” heading.
- **Accounting information** – this will be filled out by the building secretary or administrator is needed.
- **Approval** – at the end of your shift you will need to get you time sheet initialed under the “Approval” heading. A building secretary, administrator or the teacher you worked for would be an appropriate person to initial the time sheet.

At the end of the pay period (on the 15<sup>th</sup> of the month or earlier) you need to sign our time sheet and turn it in. Time sheets need to go to the Payroll Department in the Ed Center. Each building and department in 4J has access to a courier service that takes information to the Ed Center. You can ask any building or department secretary to send your time sheet in for you. You may also mail or carry the time sheet to the Ed Center at 200 North Monroe. You will be paid according to the time recorded on your time sheet so it is important that you get the information to Payroll in a timely manner.

Pay day is the last working day of each month. You may choose to have your pay deposited directly into you bank account or have a check mailed to you. For direct deposit you will need to complete the enclosed pink form and attach a voided check or a document from your bank that provides account and routing number

Time sheets are available on the 4J web site: (<https://www.4j.lane.edu/forms>)  
4j.lane.edu...→ For Staff... → Staff Forms...→Time Sheet.



# EXAMPLE TIME SHEET

## Individual Time Sheet

Revised 04/20/07  
Form Owner: Financial Services  
Location: [http://www.4j.lane.edu/files/forms/FINSVC/4J\\_FINSVC\\_timesheet.xls](http://www.4j.lane.edu/files/forms/FINSVC/4J_FINSVC_timesheet.xls)

### PAYROLL INFORMATION

Name: Brancon Cochare Employee Number: 123456 Building: N/A Pay Period (MMM/YY) 02/16/15 - 03/15/15

Position: EA Sub Employee Group (please check one):  Classified  Temp  Student  Certified

### USER INSTRUCTIONS

**Form Purpose:** Use this form to record the hours you worked in the listed position from the 16th day of the prior month through the 15th day of the current month.

**How to Complete this Form:** You can fill out this form on-line and then print it. Alternately you can print out this form and complete it by hand.

**Where to Send this Form:** Sign your time sheet and turn it in to the person designated by your building or department to collect time sheets. Substitutes and Temporary Staff, please see that you have all of the appropriate signature and turn this form into Financial Services - Payroll

- Example -

**Deadline:** Turn your time sheet in to building or department by the end of the 15th day of each month.

- Leave Codes:**
- 410 Sick
  - 512 Personal
  - 712 Family
  - 412/518 Unpaid Leave
  - 716 Critical Illness
  - 722 Jury Duty

	RECORD OF HOURS				Banked Leave Time			Other		Building	Accounting Unit	Account	SubAcc	Approval
	Regular	Additional	Overtime	Holiday	Sick	Personal	Family	Unpaid	Code Hours					
16														
17														
18														
19														
20	6									Holt				
21														
22														
23														
24														
25														
26														
27														
28	2									Howard				
29														
30														
31														
1														
2														
3	3.75									North				
4														
5														
6														
7	8									Sheldon				
8														
9														
10														
11														
12														
13	1.5									Kelly				
14														
15														
Total														

Make sure to have each day signed

This is a true and accurate report of time for the above dates. TOTAL HOURS:

### SIGNATURES

Employee Signature: Sign Your Time Sheet Date: Date Signed

Administrator Signature: NA Print or Type Administrator Name: NA

**Other important information:**

- At the end of each pay period turn your time sheet into the Finance department. Make a copy for your records.
- Make sure to bring your time sheet to each sub job and have one of the building staff sign on the “approval” column for that day.
- You need one time sheet for each position.
  - Example:
    - One time sheet for all EA sub work that you do during the pay period.
    - If you are in more than one substitute positions (EA sub and Clerical sub for example) then you would need two time sheets each month. One for your EA sub work and one for your Clerical sub work.