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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 16th of one month to the 15th 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 16th- Feb 15th 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 15th 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.

PAYROLL INFORMATION Name: Bronch Colore Employee Number: 133456 Building: NA Pay Period (MMM/n/) 03/16/5-03/15 Position: A Sharp Period (MMM/n/) 03/16/5-03/15 Employee Group (please check one): Classified Temp Student Certified USER INSTRUCTIONS RECORD OF HOURS Regularl Additional Overtime Holiday Through the 15th day of the prior month through the 15th day of the current month. How to Complete this Form You can fill act this form and complete it by hand. Where to Sand this Form's Sign your time sheet and turn it is no the person designated by your buildings or department through the 15th day of the prior designated signature and turn this form into Financial Services - Payroll this form the through the 15th day of each mouth. Employee Group (please check one): Classified Temp Student Determine Stud	Form Owner: Financial Service															Revised 04/20/07		
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This is a true and accurate report of time for the above dates. TOTAL HOURS: SIGNATURES																		
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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.
 - o 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.