



SEA CERTIFICATED / CLASSIFIED SUBSTITUTE SERVICES TIMESHEET

Mailing Address:

Seattle Public Schools
 Payroll Servies MS 33-344
 PO Box 34165
 Seattle, WA 98124-1165

Intra-District:

Payroll - MS 33-344

NAME: _____
 Last, First, Middle Initial (Please Print)

EMPLOYEE ID: _____

SIGNATURE: _____

Please check one:

CERTIFICATED: Report time in 4 or 8 hours increments

CLASSIFIED: Report actual hours worked (do not include lunch)

| DAY | DATE | JOB # | ASSIGNMENT/ABSENT EMPLOYEE | LOCATION | PAID HOURS | AUTHORIZATION |
|-----|------|-------|----------------------------|----------|------------|---------------|
| M | | | | | | |
| T | | | | | | |
| W | | | | | | |
| TH | | | | | | |
| F | | | | | | |
| SA | | | | | | |
| SU | | | | | | |

Incomplete and/or late timesheets may result in a month's delay of payment

TOTAL WORK HOURS TO BE PAID

Please remember to send your timesheet in on a weekly basis - every Friday. Original timesheets are needed with authorized signatures. Do not fax or send in a copy. Remember to keep a copy for yourself.



CERTIFICATED / CLASSIFIED HR SUBSTITUTE SERVICES TIMESHEET

INSTRUCTIONS:

The HR Substitute Services Timesheet is for Certificated and Classified substitutes. Complete the form as follows:

Name: List your full name

Employee ID: List the Employee ID# listed on your pay stub

Please check one: Check the appropriate box for your substitute classification: **CERTIFICATED** or **CLASSIFIED**

DATE: Fill in the appropriate date (month, day, and year)

JOB #: List the number assigned by Subfinder

ASSIGNMENT/ABSENT EMPLOYEE: Indicate the name of the absent employee or type of assignment such as "open position" or "extra help"

LOCATION: Enter the school and/or department name

PAID HOURS: Certificated substitutes are paid either 4 or 8 hours. Classified substitutes are paid actual hours worked (do not include lunch)

AUTHORIZATION: A School Office Team member or program/department supervisor will verify the information on the form and sign here.

Authorization to Pay (signatures needed to receive pay):

1. Total your Hours
2. Sign Timesheet
3. School Office Team member or program manager/department supervisor must sign in the authorization column
4. Make a copy for your files. Submit original timesheet to Payroll Services each Friday