

JACKSON COUNTY SCHOOL DISTRICT #6
SUBSTITUTE SIGN IN SHEET

Bus Driver Custodian Educational Assistant Secretary/Office Teacher

Substitute's Legal Name (no nicknames please): _____

Date Substituted: _____ School Substituted in: _____

Total Hours Substituted: _____ Substituted From: _____ to _____

For Which School District Employee Did You Substitute: _____

Reason Substitute was required: _____

Substitute Signature: _____

Approval Signature: _____

Original – School Secretary

Yellow – Substitute

NOTE TO SUBSTITUTES:

When is the cut off for Payroll?

Please see the school secretary for cut off dates.

Are there any exceptions to these dates?

If the above date falls on a weekend or holiday, the date in question will then automatically revert to the preceding Friday.

Where do I collect my paycheck?

All paychecks will be available in the Payroll Office at the District Office from 7:30 am until 4:30 pm on payday. If you have not picked up your check by 4:30 pm it will be mailed. *Please note that during the months of June, July and August checks must be picked up by 3pm on payday or they will be mailed.*

Who do I call if I think there has been an error?

Gather all of your yellow slips together (these are proof that you did indeed work) and check them against the cut off dates. If you still believe there has been an error, call the Payroll Clerk at the District Office at 494-6212. District Office hours are from 7:30 am – 4:30 pm during the school year.

