

FARIBAULT PUBLIC SCHOOLS - ISD 656

Substitute Teacher Time Sheet

Employee # and NAME (please print) _____

Time worked: 1st-15th (Yellow Paper) will be paid at end of the month.

16th-31st (Green Paper) will be paid on 15th of following month.

Building _____

/

Work Month / Year

Reasons: S = Sick Leave
P = Personal Leave
C = Comp Time

Please be specific when any reason other than those above, such as the meeting/training subject.

List Each Date Separately

DATE	% of Day	Subbed for: (print)	Reason	Employee Signature: <i>I declare under penalties of law that this claim is just and correct and that no part of it has been paid.</i>

Principal/Supervisor's Signature _____

Date _____

- Payroll OFFICE USE ONLY -				
PC	Units	Gross	CODE	Date(s)