



# ENGLEWOOD PUBLIC SCHOOL DISTRICT

275 Knickerbocker Road  
Englewood, NJ 07631

## SUBSTITUTE TEACHER PAYROLL TIME SHEET

Please use this time sheet to secure payment for part-time, extra, hourly, overtime, or substitute service.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ (Last four digits only)

Pay period from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

School/Location: \_\_\_\_\_

Staff ID # \_\_\_\_\_

Date	Assignment / Teacher Absent	Time In	Time Out	Days/Hours/Periods

Total: \_\_\_\_\_ Days \_\_\_\_\_ Hours \_\_\_\_\_ Periods x \$ \_\_\_\_\_ = Amount due: \$ \_\_\_\_\_.

**Claimant's Certification:** I certify that the above is a true record of services I provided.

\_\_\_\_\_  
Signature Date

**Supervisor's Certification:** I have personal knowledge and certify that the services above were rendered.

\_\_\_\_\_  
Signature Date

**Payroll Department Certification:** I have checked this claim for accuracy, approved it for payment, and charged the following budget account(s).

\_\_\_\_\_  
Signature Date

Budget #: \_\_\_\_\_ OR Payroll Code: \_\_\_\_\_