

Miami County Educational Service Center  
 2000 West Stanfield Road  
 Troy OH 45373

FAX TO: 937-339-3257 Treasurers office

### PAYROLL TIMESHEET FOR Miami Co. ESC SUBSTITUTES

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

Home Address: \_\_\_\_\_  
Number and Street City State Zip Code

Home Phone: \_\_\_\_\_

| AESOP Confirmation # | Name of MCEC Employee (Substituting For) | Position (Teacher, Aide) | School Bldg. or City | Program MD, ED, PS | Date | Start Time | End Time | Signature of Building Representative | Payroll Use Only |      |     |
|----------------------|--|--------------------------|----------------------|--------------------|------|------------|----------|--------------------------------------|------------------|------|-----|
|                      |  |                          |                      |                    |      |            |          |                                      | Hours            | Rate | Pay |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
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|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
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|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |
|                      |  |                          |                      |                    |      |            |          |                                      |                  |      |     |

**Timesheets will be paid based on the latest work date entered on the timesheet.**

**Please refer to the Paydate Information Sheet for Dates Covered, Paperwork Deadlines, and Pay Dates.**

**Pay Date Information Sheet can be found at [www.miami.k12.oh.us](http://www.miami.k12.oh.us) / substitute employment packet / substitute teacher packet or substitute teaching assistant/aide packet**

I certify that the dates and times indicated above accurately reflect my work schedule.

**Substitute's Signature** \_\_\_\_\_

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Calculated by: \_\_\_\_\_

| CITY TAXES |                       |
|------------|-----------------------|
| 003        | TROY 1.75             |
| 004        | PIQUA 2.00            |
| 005        | COVINGTON 1.50        |
| 006        | TIPP CITY 1.50        |
| 007        | WEST MILTON 1.50      |
| 010        | VANDALIA 2.00         |
| 012        | PLEASANT HILL 0.75    |
| 013        | ENGLEWOOD 1.75        |
| 014        | UNION 1.00            |
| 015        | CLAYTON TOWNSHIP 1.50 |
| 016        | RIVERSIDE 1.50        |
|            | NONE                  |