

For Certificated substitute:

It is responsibility of each individual employee to complete an accurate substitute teacher time report card (B22) and submit it promptly on the last day of pay period to the time keeper or directly to the Payroll department. The substitute card should have following information:

- Name, address and phone number
- Date of service
- Name of teacher subbing for
- Day and hrs. worked
- Site
- School confirmation signature
- Signature

Pay period start date	Pay period end date	<u>Sub card due date</u>	Pay date	Days in pay period
9/1/2016	9/9/2016	9/9/2016	9/30/2016	6 DAYS
9/12/2016	10/7/2016	10/7/2016	10/31/2016	20 DAYS
10/10/2016	11/4/2016	11/4/2016	11/30/2016	20 DAYS
11/7/2016	12/9/2016	12/9/2016	1/3/2017	16 DAYS
12/12/2016	1/13/2017	1/13/2017	1/31/2017	14 DAYS
1/16/2017	2/10/2017	2/10/2017	2/28/2017	20 DAYS
2/13/2017	3/10/2017	3/10/2017	3/31/2017	18 DAYS
3/13/2017	4/7/2017	4/7/2017	4/28/2017	20 DAYS
4/10/2017	5/12/2017	5/12/2017	5/31/2017	19 DAYS
5/15/2017	6/9/2017	6/9/2017	6/30/2017	19 DAYS
6/12/2017	6/21/2017	6/21/2017	7/30/2017	8 DAYS