

CERTIFICATED TIME SHEET

Be sure to include your EIN & sign the bottom of the time sheet

NAME: LAST NAME FIRST NAME EMPLOYEE IDENTIFICATION NUMBER: 000 000 MONTH: NOV 16TH TO MONTH: DEC 15TH YR: 21 Page 1 of 1

PRINT: LAST NAME FIRST NAME
 ADULT ED RETIREE OFF-TRACK LONG TERM SUB SUMMER SCHOOL / EXTENDED SCHOOL YEAR DIFFERENTIAL

Date	Daily (F)/(H)	Hourly		Total Hours	Rate (Payroll)	SUBSTITUTING FOR: NAME / POSITION	SCHOOL SITE	Sal Sch	BUDGET ACCOUNT CODE							BU - T (Payroll)	Job # or Catg:Page/Line	Site Authorized Signature	Authorized Management	For Authorization Route To:
		Start	Stop						FUND	SITE	MGMT	FUNC	GOAL	RESC	YR					
16		COVID-19 Expanded Learning, Salary Sched. #4																		
17		Teacher tutoring after school																		
18		Pay rate \$80/hour																		
19		3:30	5:00	1.5		4-500	XXX		XX	XXX	XXXX	XXXX	XXXX	X	XXXX		secretary	principal		
20		The items highlighted in yellow are key to receiving the correct rate of pay. Specifically for the 2 examples, without the highlighted information the time will be paid at \$40/hour.																		
21																				
22																				
23		Substitute coverage in Lieu of Preparation Time - EGEA																		
24		Secondary Traditional schedule \$60.00 per period (1 hour)																		
25		Secondary Block schedule \$90.00 per period (1.5 hours)																		
26		9:00	10:00	1		name of teacher out	XXX		XX	XXX	XXXX	XXXX	XXXX	X	XXXX	103456	secretary	principal	subbed on prep	
27																				
28																				
29																				
30		EGEA active/retiree addtl hours NOT expanded learning																		
31		Such as academic intervention during the school day, assessments, mandatory meeting.																		
1		Pay rate \$40.00/hr (\$41.60 eff 1/2022)																		
2		4:00	5:00	1					XX	XXX	XXXX	XXXX	XXXX	X	XXXX		secretary	principal	planning	
3																				
4																				
5																				
6		EGEA active (off track day) or retiree substituting for a teacher who is out for the day.																		
7		Pay rate \$350/ full day																		
8																				
9																				
10	F	7:30	3:00			name of teacher out	XXX		XX	XXX	XXXX	XXXX	XXXX	X	XXXX	234567	secretary	principal		
11																				
12																				
13																				
14																				
15																				

Totals

EMPLOYEE SIGNATURE: employee must sign

DATE: 12/15/21