

Substitute Time Sheet Instructions

USE BLACK OR BLUE INK ONLY AND NEVER USE MILITARY TIME. WHITE OUT AND CORRECTION TAPE SHOULD NEVER BE USED FOR ERRORS.

- **Time IN**

You will put the time the assignment stated that you to start work (unless you are late). If you are late, you will then write in that time (which will **still** need to be written in quarterly increments. Example: if you arrived at 9:41am, you will write your Time IN as 9:45am—NOT 9:41am, NOT 9:40am, etc). We should not ever see an *earlier* time written in on your time sheet for “Time IN” unless you have been asked to come earlier by the Absence Manager Administrator.

- **Time OUT**

You will put the ending time the assignment has stated online for you to work (unless there is an emergency and the teacher asks you to stay **or** you get sent home early). Otherwise, you are to **only** work for the time stated online.

- **Hours Worked**

On your time sheet, the “hours worked” column is how many total hours you have worked that day. ***You do not get paid to eat lunch; therefore, do not add in your lunch as time worked. You need to make sure you use decimal time increments. See the bottom of your time sheet; it explains the proper decimal format to follow. If you work more than 5 hours, you are required by law to take a 30-minute unpaid lunch break. Example: If you are scheduled to work from 8am-1:30pm, that is technically OVER 5 hours, it is 5.5 hours. So you would need to take an unpaid 30-minute lunch. Time IN would be 8:00am, Time OUT would be 1:30pm, and Hours Worked would be 5.0 hours.***

- **USDA Hours**

Do not use this column unless you have been asked to do so.

- **Staff Verification of Hours Worked (Signature)**

After you work your time in the classroom, **ONLY** a staff member may sign your time sheet before you leave. If you forget to bring your time sheet, you will need to bring the time sheet back to the classroom—as soon as possible—and have the teacher you worked with sign it. If you are at the same site for several days in a row, it is **required** that you have your hours verified and signed-off by a staff member at the end of **each** day. You cannot have them sign all the days at once. **Staff must verify and sign your timesheet each day. You may not ever have another substitute sign your time sheet. Additionally, do not ever sign a teacher's name or initial their initials on your timesheet yourself. This is forgery.**

- **Total Hours Worked**

Before you turn in your timesheet, you are required to add-up your own Total Hours Worked, **using a calculator**, and write-in the Total Hours Worked on the line provided and highlighted in yellow at the bottom of your time sheet.

- **Housekeeping**

At the top left on your time sheet, you must write in the month and year. At the top right of your time sheet, you must print your name, sign your name below that line, and write in the date you signed it.

If there are any discrepancies with your time sheet, you will be called to come back into the office to correct them and initial the changes. This may cause a delay in your pay. At times (and at our discretion), we ***may*** call you and get your verbal authorization to make a simple correction on your time sheet.

- **Time Sheet Errors**

If you make an error on a row, **do not write over it**. Make one line through the entire row and put your initials by it. Now you will clearly re-write that assignment on a brand new row. If there is anything you need to explain about your timesheet, please write it down, in detail, and attach it to your time sheet when you turn it in.