

Area: Fiscal Systems

Subject: FS15 – Substitute Time Sheet

Reference:

Policy: Employees working as a substitute will complete a Substitute Time Sheet form.

Procedure:

1. Employees working as a substitute will complete a Substitute Time Sheet form for each staff person for whom he/she worked. Time sheets must be signed, dated, completed, and submitted to the assigned Child Development Supervisor I no later than the 15th of the month. Time sheets dated or delivered to supervisors after the 15th will be delayed one pay period.
 - a. The employee will enter their Name and Social Security Number
 - b. The employee will enter the name of the person that he/she was substituting for, the title of the position, site of the position and then complete the month, year and fill in the number of hours on each date that they worked.
2. Child Development Supervisor I will hand deliver each Substitute Time Sheet form to the Receptionist's In-box at the H Street office on or before the work day following the 15th of the month. The supervisor will follow through for appropriate signatures and approval
 - a. Route mail will not be used to submit time sheets regardless of the date of submission. Time sheets require special handling.
3. Receptionist will date stamp each received Substitute Time Sheet form and place in the assigned Senior Data Technician's in-box for coding.
4. The Senior Data Technician will provide the appropriate account number on each Substitute Time Sheet form and return it to the Receptionist's in-box.
5. The Receptionist will file a copy of each Substitute Time Sheet form and submit the original to payroll on the day of receipt.

Supervised by: Director I, Child Development Supervisor II and I

Performed by: Division staff, Child Development Supervisor I

Forms needed: Substitute Time Sheet form P-87

Frequency: Monthly