



Differential Pay Time sheet – Para/BT  
**MARLBOROUGH PUBLIC SCHOOL**

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

	DATE	TIME-IN TIME-OUT OR INDICATE ½ DAY OR FULL DAY	TOTAL HOURS/DAYS WORKED	Substituting for	Org – Object code
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

☐ **Para/BT** as Substitute Teacher \_\_\_\_\_ Days @ \$65 per day = \$ \_\_\_\_\_

☐ **Para/BT** as Substitute Teacher \_\_\_\_\_ Hours @ \$10.83/Hour = \$ \_\_\_\_\_

☐ **Paraeducators** as Substitute BT \_\_\_\_\_ Days @ \$30 per day = \$ \_\_\_\_\_

**ADMINISTRATOR APPROVAL**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Directions:** One timesheet per employee per week. All original timesheets should be sent to payroll on Friday, or the last school day of the week. (Example, send on Wednesday of Thanksgiving week) Keep a copy for school office records and give a copy to the substitute.