



TIME SHEET

MPS Form 10/2021

Paraeducators/Behavior Technicians covering for staff members

MARLBOROUGH PUBLIC SCHOOLS
Schools 25 Union Street
Marlborough, MA 01752

Name _____ Employee # _____

School _____ Position _____

*HOURS/DAYS				
DAY	DATE	WORKED	SUBSTITUTING FOR	ORG CODE - OBJECT CODE
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

* Do not include 1/2 hour unpaid lunch / List as 1 Day, 1/2 Day or number of hours worked

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

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

☐ Paraeducators as Substitute ABA Tech _____ Days @ \$30 per day = \$_____

PRINCIPAL/DIRECTOR 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.