



Para Educator - Covering for other staff members
TIME SHEET
Marlborough Public Schools 25 Union Street
Marlborough, MA 01752

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

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

Table with 5 columns: DAY, DATE, \*HOURS/DAYS WORKED, SUBSTITUTING FOR, and ORG CODE - OBJECT CODE. Rows are labeled MONDAY through FRIDAY.

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

Paraeducators as Substitute Teacher \_\_\_\_\_ Days @ \$65 per day = \$\_\_\_\_\_

Paraeducators as Substitute Teacher \_\_\_\_\_ Hours @ \$10.83/Hour = \$\_\_\_\_\_

Paraeducators as Substitute Behavior 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.