

SUBSTITUTE / TEMPORARY HELP Marlborough Public Schools 25 Union Street Marlborough, MA 01752

			'' —				
School	Position						
		* Hours/Days					
	Date	Worked		Substituting	for	Org	g. Code – Object Code
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
* Do not include ½	hour unpaid lu	ınch / List as 1 Da	ay, ½ Da	y or number	of hours work	ed	
			Б	@ \$115	per day	_	¢
☐Teacher Substitu	ıte		_Days	Θ Ψ112	per day	_	\$
	the ching license		_Days _Days		per day		\$ \$
			_Days	@ \$125	per day		
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With teac	ching license tute – Long-T ubstitute	(rate determined	_Days l at hire by _Days	@ \$125 Human Resour. @ \$200 @ \$90 p	per day rces) per day	= = =	\$ \$
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With teacher Substitut □ Paraeducator Su □ Nurse Substitut □ Clerk Substitute □ OTHER (tempo	tute – Long-Tubstitute te te te torary help)	(rate determined	_Days ! at hire by _Days _Days _Days _Days _Hrs	@ \$125 Human Resour. @ \$200 @ \$90 p @ \$180 @ \$	per day per day per day per day per day per day per hour	= = = =	\$ \$ \$ \$

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.

MPS Form 3/30/2023