



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

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

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

\*

	Date	Hours/Days Worked	Substituting for	Org. Code – Object Code
<b>MONDAY</b>				
<b>TUESDAY</b>				
<b>WEDNESDAY</b>				
<b>THURSDAY</b>				
<b>FRIDAY</b>				

\* Do not include ½ hour unpaid lunch / List as 1 Day, ½ Day or number of hours worked

☐ Teacher Substitute \_\_\_\_\_ Days @ \$115 per day = \$ \_\_\_\_\_  
     With teaching license \_\_\_\_\_ Days @ \$125 per day = \$ \_\_\_\_\_

*(rate determined at hire by Human Resources)*

☐ Teacher Substitute – Long-Term \_\_\_\_\_ Days @ \$200 per day = \$ \_\_\_\_\_  
☐ Paraeducator Substitute \_\_\_\_\_ Days @ \$90 per day = \$ \_\_\_\_\_  
☐ Nurse Substitute \_\_\_\_\_ Days @ \$180 per day = \$ \_\_\_\_\_  
☐ Clerk Substitute \_\_\_\_\_ Hrs @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_  
☐ OTHER (temporary help) \_\_\_\_ Days @ \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

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\_\_\_\_\_  
 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.  
*MPS Form 3/30/2023*