



**SUBSTITUTE / TEMPORARY HELP  
TIME SHEET  
Marlborough Public Schools  
17 Washington Street  
Marlborough, MA 01752**

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

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

*HOURS/DAYS				
DAY	DATE	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 - Daily \_\_\_\_\_ Days @ \$80 per day = \$ \_\_\_\_\_

☐ Teacher Substitute – Long-Term \_\_\_\_\_ Days @ \$140 per day = \$ \_\_\_\_\_

☐ Paraeducator Substitute \_\_\_\_\_ Days @ \$65 per day = \$ \_\_\_\_\_

☐ Nurse Substitute \_\_\_\_\_ Days @ \$150 per day = \$ \_\_\_\_\_

☐ Clerk Substitute \_\_\_\_\_ Hrs @ \$11.00 per hour = \$ \_\_\_\_\_

☐ OTHER (temporary help) \_\_\_\_\_ Days @ \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

☐ **Paraeducators** as Substitute Teacher\*\* \_\_\_\_\_ Days @ \$55 per day = \$ \_\_\_\_\_

☐ **Paraeducators** as Substitute Teacher\*\* \_\_\_\_\_ Hours @ \$9.17/Hour = \$ \_\_\_\_\_

☐ **Paraeducators** as Substitute ABA Tech\*\* \_\_\_\_\_ Days @ \$23 per day = \$ \_\_\_\_\_

**\*\*For Paraeducators on staff who are covering for the teacher in their assigned classroom.**

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PRINCIPAL/DIRECTOR APPROVAL

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

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**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.