

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
Substitute Teacher Payroll Form

All Timesheets and Extra Pay Forms must be submitted for administrator approval no later than two weeks following the date worked. Late submission will result in delay/denial of payment.

FOR PAY PERIOD ENDING: _____

EMPLOYEE NAME: _____

ALL INFORMATION MUST BE ENTERED FOR FORM TO BE PROCESSED

Date	Hours:		BLDG	Teacher Covering for:
	Start	End		

Employee Signature

Building Administrator Signature