

**Lebanon School District
Substitute Teacher Payroll Report
Pay period ending _____ (date)**

Name _____ Signature _____ Phone number _____

Week One of Pay Period

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Days
Date and School						
Person subbed for						

Week Two of Pay Period

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Days
Date and School						
Person subbed for						

In order to ensure accuracy, use this form to keep track of your hours, and send through interoffice mail to Heidi Preston, Payroll/Personnel at the SAU, by the morning of the last day of the pay period (schedule enclosed in sub handbook folder.) Feel free to photocopy this form as needed.