

## Timesheets - memorandum for student workers

Everything **MUST** be on your time sheet. You **MUST** turn in a time sheet each month in order to be paid for the hours you are working as a Classified Substitute.

You will be paid from the 16<sup>th</sup> through the 15<sup>th</sup> of the following month at the end of each month.

**For example** work from January 16<sup>th</sup> through February 15<sup>th</sup> would be paid February 28<sup>th</sup>.

Paychecks will be deposited or mailed on the last business day of the month.

If you are on more than one Classified Sub list (Classified Educational Assistant sub list, Classified Clerical Substitute list, and/or the Food Service Substitute list) then you will need to fill out a timesheet for each position you had worked for each month.

**For example** you would fill out one timesheet with “Educational Assistant Substitute” as your position and another timesheet with “Clerical Substitute” as your position.

On your time sheet you should record the hours that you are working, not the time frame. For example if you are working 8-3pm with a 30 minute lunch, you should record 6.5 hours, not “8-3pm” on your time sheet.

I have read, understand, and agree to the terms of this memorandum.

---

Printed Name

---

Signature

---

Date