



SUBSTITUTE CERTIFIED
EMPLOYEE INFORMATION SHEET
FOR WARREN COUNTY PUBLIC SCHOOLS

WELCOME TO WARREN COUNTY!

BEFORE TURNING YOUR FORMS IN TO THE PERSONNEL OFFICE, PLEASE CHECK ALL FORMS FOR COMPLETION AND SIGNATURES.

DIRECT DEPOSIT: Direct deposit of your payroll check is mandatory and can be completed with any banking service. Payroll check stubs will be mailed to you.

PAY SCHEDULE: Pay dates are the 15th and the last day of each month. Please refer to the pay period schedule for exact dates and pay periods.

TIMESHEETS: Timesheets must be turned in within 3 days of the end of the pay period. Faxed timesheets CANNOT be accepted. Please be sure your name, social security number, dates, schools, and absent teachers are filled in. Also, don't forget to SIGN your timesheet. You can leave your timesheet with the school secretary or bring by the Board of Education office located on Lover's Lane.

**YOU CAN FIND THE PAY SCHEDULE, BLANK
TIMESHEETS, AND OTHER INFORMATION BY
VISITING THE DISTRICT WEB-SITE!**

<http://www.warren.k12.ky.us/%7efinance/PAYROLL%20HOME%20PAGE.html>