



**SUBSTITUTE CLASSIFIED**  
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 15<sup>th</sup> 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 and hours are filled in, and the sub position worked is checked. Also, don't forget to SIGN your timesheet. You can leave your timesheet with the school secretary or your supervisor who will sign it and give to the principal to sign. Appropriate break and lunch time must be deducted from the total hours for the day.

**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>