

Memorandum

TO: Substitute Teachers

FROM: Payroll Office

RE: Timesheet/Salary Schedule/Pay Schedule

Enclosed is a new substitute teacher salary schedule for the new year along with a new timesheet and pay date schedule. If you are a retired teacher, there are retired timesheets for you available on the website.

Please use the timesheet for turning in your days worked as a substitute teacher in addition to signing in on the log at each school on the days you work. The timesheet needs to be in the payroll office no later than a day or two after the **pay period end date**. You may turn in your timesheet at any school office, or drop it by the Central Office at the front reception desk. There is also a gold mail slot at Central Office in the back right hand side of the building if you need to turn one in on the weekend. Be sure to put the timesheet in an envelope and mark it for "Payroll". Late timesheets will be paid on the following pay period.

We are unable to accept fax copies of the timesheets.

The pay schedule lists the beginning dates, ending dates, and check dates of the payroll periods. Checks are issued on the 15th and the last day of the month and will be mailed to your home address.

Please feel free to make copies from this timesheet for future use, or you can download a copy of one on the Finance website. Go to www.warren.k12.ky.us, choose Finance on the drop down menu. On the yellow page, choose Payroll Department, then Payroll Information and forms. On the brown page, at the bottom is the pay date schedule for all employees.

Thank you.

7/07