

Southern Westchester BOCES Time Sheet

To be completed by Substitute Teacher Aides or Substitute Teaching Assistants

1. Complete this time sheet daily and submit every Friday. USE A DIFFERENT SHEET FOR EACH SITE.
2. Submit completed time sheets to the attendance clerk noted below. Make a copy of the completed time sheet for your records. Please note the payroll schedule on the back of this form.

**Send To: Southern Westchester BOCES / Registry 2nd Floor
Rye Lake Campus – Building 2
1606 Old Orchard Street
White Plains, New York 10604**

Name (Print): _____ **Employee I.D.#** _____

Address: _____ **Telephone #:** _____

(Zip) _____

| Date | Day | School Location | Full Day | Half Day | # Hours | Substituted For: | |
|---------------|-------|-----------------|----------|----------|---------|------------------|--------------------|
| | | | | | | Aide | Teaching Assistant |
| | Mon | | | | | | |
| | Tues | | | | | | |
| | Wed | | | | | | |
| | Thurs | | | | | | |
| | Fri | | | | | | |
| Totals | | | | | | | |

I hereby certify that the above information is accurate and complete.

Substitute Signature _____ Date _____

Print Name _____

Name of Teacher in Charge _____ (print)

Budget Code _____

Authorized Signature _____ Date _____

| Payroll Use Only | | |
|------------------|------|-----------|
| # Days | Rate | Total Due |
| | | |

Registry Received:

Sent to Rye Brook: