

## SOUTH AMBOY SCHOOL DISTRICT PAYROLL VOUCHER TEACHER - SUBSTITUTES/ EXTRA DUTY/OTHER

Please complete all of the information below. Any submission of incomplete information may delay the processing of your payroll check. **Employee must total all DAYS/HOURS.**

**Vouchers are due in the Payroll Office by the SECOND BUSINESS DAY OF EACH MONTH.**

Employee's Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_

SCHOOL/DEPT:  Elementary  Middle/High School  Special Services

DAY/DATE	GRADE	TIME		TOTAL	DAY/DATE	GRADE	TIME		TOTAL
Circle Prof. Days		IN	OUT	Hrs/Day/Sessions	Circle Prof. Days		IN	OUT	Hrs/Day/Sessions
							<b>TOTAL</b>		

**POSITION:**

**EXTRA DUTY-TEACHER:** Class Cover. \_\_\_\_\_ Missed Prep \_\_\_\_\_ SRA \_\_\_\_\_  
Home Instruction \_\_\_\_\_ Clubs (State) \_\_\_\_\_ Other \_\_\_\_\_

**Note: If Home Instruction, SRA, etc., attach schedule of students**

**SUBSTITUTE:** Teacher \_\_\_\_\_ Nurse \_\_\_\_\_ Other: \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**SIGNATURES:** \_\_\_\_\_  
Bldg. Principal/Supervisor Employee Date

Note: Any comments please use other side.