

Substitute Paraprofessional Time and Attendance Late Report
 (Used only for Late Time or Entry Corrections: FAX to 301 952 6088)

School/Office: _____ School/Office Phone Number: _____ School/Office FAX Number: _____

Pay Period Ending Date: _____ A separate form may be used for each individual date of substitute work.

| Employee Name <i>Please Print or Type</i> | Employee Assignment Number | Hours Worked | Paraprofessional's Assignment Number | Specific Date Worked | Budget Account Code (31-Character Cost String, See completion instructions) |
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| Total Days | | | | | |

Timekeeper Signature: _____

Print Name: _____

Title: _____

Date: _____

Time Approver Signature: _____

Print Name: _____

Title: _____

Date: _____

NOTE: If additional lines are needed, please start a new form.

Substitute Paraprofessional Payroll Guidelines

1. Substitute paras will be paid by entering their time the Oracle T&S timecard.
2. Schools must run the Aesop substitute sign in sheet daily for Sign-in Procedure by Substitutes. The signed form must be kept on file to document and support timecard entries for 5 years. Time is due midday Monday after pay period ending date. Time entered after deadline but by midday Wednesday after payday, will be paid the Friday after payday.
3. Substitute paras can only be paid when substituting for paraprofessionals. Substitute paras cannot be paid for substituting for administrative support employees, teachers or any employee except paraprofessionals.
4. Time must be entered in hour or minute increments. Time should be entered to the Oracle timecard then validated by timekeeper.

Procedure for Submitting Late Time for Time Entered Incorrectly

Complete and Submit the Substitute Paraprofessional Time and Attendance Late Report as follows:

Employee Name: Last name, first name

Employee Assignment Number: Required for payment. (Verify employee assignment number on employee ID Card.)

Time Worked: Record hours or minutes, as appropriate.

Paraprofessional Assignment Number: Paraprofessional assignment number for whom substitute employee is being used.

Specific Date Worked: Specific date of work is required for payment. Time is being collected on a date specific basis to capture actual dates of service. Do not consolidate dates worked.

Budget Account Code: Required to ensure cost is assigned to correct budget string/account number

Signature: The Time Approver and Timekeeper must sign and date this document and forward to the Payroll Office in a timely basis.

The Substitute Paraprofessional Time and Attendance Late Report must include all of the required information as described above. If information is not included, the report will be returned to the school or office for completion. The return of the report will delay the process of the payment to the employee. It can be emailed to the Payroll Clerk or Faxed to 301 952 6088.

NOTE: If additional lines are needed, please start a new form.