Cliffside Park Public Schools: Teacher Aides Substituting Duties

EMPLOYEE NAME:		Signature, Employee
	EMPLOYEE'S	
	HOME SCHOOL:	Signature, Supervisor
MONTH:		
		Signature, Superintendent of Schools

IF SUBBING FOR A TEACHER FOR A FULL SCHOOL DAY THE FORMULA IS AS FOLLOWS: SUBSTITUTE DAILY RATE OF \$125 MINUS THE TEACHER AIDE'S NORMAL DAILY RATE. THE DIFFERENCE IS PAID FOR EACH DAY WORKED AS SUB.

EXAMPLE: \$125 SUB RATE - \$85.04 TEACHER AIDE DAILY RATE = \$39.96. AN ADDITIONAL \$39.96 WILL BE ADDED TO PAY FOR EACH DAY SUBBED.

PAYROLL DEPT USE ONLY SUBSTITUTE EMPLOYEE'S **DIFFERENCE TEACHER** DAILY DAILY DATE **SUBBING FOR** RATE OWED RATE 125.00 \$ \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 \$ 125.00 Ś 125.00 125.00

125.00

Totals Days:

(Must be filled in)

THIS FORM IS DUE IN THE PAYROLL DEPT ON THE 1ST WORKING DAY OF EACH MONTH TO GAURANTEE PROCESSING WITH THE PAYROLL OF THE 15TH. IF COVERING FOR A TEACHER FOR A PERIOD THE
TEACHER AIDE'S HOURLY RATE FOR EACH ADDITIONAL
PERIOD WILL BE PAID IN ADDITION TO TEACHER AIDE'S
DAILY RATE.

	TIME	TIME OUT	TOTAL NUMBER HOURS
DATE			
		Totals Hours:	

otals Hours:	2
(Must be	
filled in)	