Temporary School Staff
P.O Box 1547
Dearborn, MI 48121-1547

Time Sheet For Substitute Teacher

Pay Period: _____

Employee Name: _____

Long Term Assignment YES_____ NO_____

Non-Certified Teacher	Certified Teacher	Retired Teacher

Place a (X) in appropriate box below

Days place an X in full or half day
Hours Example (1 or 1.5)

DATE	FULL DAY	HALF DAY	Prep / Extra Hours	School District Name	School / BLDG	Teacher / Subbed for	Approval Initials
Totals							

You must Fax your time sheet to **(248-360-9662)** by the (15th) or (30th) to be paid or go online to **(www.elabor.com)** to submit your online time sheet.
Time received on the 15th of month will be paid on 30th of month. Time received on the 30th of month will be paid on 15th of month.