EAST CHINA SCHOOL DISTRICT — GUEST TEACHER TIME SHEET

Guest Teacher Name (Printed)

EC Emp ID

Dept

East China Pay Schedule 2017-18

Pay Period		**Due Date	Pay Date	Pay Period		**Due Date	Pay Date
09/09/17	09/23/17	**09/25/17**	10/06/17	02/09/18	02/23/18	**02/26/18**	03/08/18
09/24/17	10/08/17	**10/09/17**	10/23/17	02/24/18	03/08/18	**03/09/18**	03/23/18
10/09/17	10/23/17	**10/24/17**	11/08/17	03/09/18	03/23/18	**03/26/18**	04/06/18
10/24/17	11/08/17	**11/09/17**	11/22/17	03/24/18	04/08/18	**04/09/18**	04/23/18
11/09/17	11/23/17	**11/21/17**	12/08/17	04/09/18	04/23/18	**04/24/18**	05/08/18
11/24/17	12/08/17	**12/11/17**	12/22/17	04/24/18	05/08/18	**05/09/18**	05/23/18
12/09/17	12/23/17	**12/22/17**	01/08/18	05/09/18	05/23/18	**05/24/18**	06/08/18
12/24/17	01/08/18	**01/09/18**	01/23/18	05/24/18	06/08/18	**06/11/18**	06/22/18
01/09/18	01/23/18	**01/24/18**	02/08/18	06/09/18	06/23/18	**06/22/18**	07/06/18
01/24/18	02/08/18	**02/09/18**	02/23/18				

IMPORTANT

Time sheets are due in the Business Office on the dates listed above.

Time sheet pay periods are the 9th through the 23rd and the 24th through the 8th.

Do not include multiple pay periods on the same time sheet.

***Check this box if this is the 11th day or higher of a long term assignment. Check the HALF or FULL day box also.*

DAY *(M,T,W,TH,F)*	DATE	SCHOOL	HALF DAY	FULL DAY	LONG TERM**	SUBSTITUTE FOR *(Teacher's Name)*	BUILDING APPROVAL

********PAYROLL DEPARTMENT USE ONLY BELOW THIS LINE********

	DAILY RATE		Totals Days			
Hour Code	HOURLY RATE		Total Hours			

	1 221 ## 1401 1870 Title 1
	1 221 16 1405 1870 Title 2A
	1 111 51 0000 1870 B/R
	1 111 52 0000 1870 Eddy
	1 111 53 0000 1870 Gear
	1 111 54 0000 1870 Palms
	1 111 55 0000 1870 P/R
	1 111 56 0000 1870 Wash
	1 112 82 0000 1870 MCM
	1 112 83 0000 1870 SCM
	1 113 84 0000 1870 MCH
	1 113 85 0000 1870 SCH
	1 113 86 0000 1870 REH
	1 122 21 0000 1870 Sp ED
	1 111 45 1180 1870 St Mary/Holy Cross
	5 351 20 1243 1870 KinderAcademy
	1 283 03 0000 1870 Personnel

Guest Teacher Signature

Revised by jms 8/14/2017