

PUTNAM CITY SCHOOLS

Payroll Claim Form

(for certified staff who substitute during their planning period or taking additional students)

Name _____ School _____

SS#: _____ Month & Year _____

Compensation is based on a percentage of the current certified substitute pay.

GUIDELINES: Substituting during plan time - Record each day on a separate line.

- 1) High School - \$17.50 per plan time
- 2) Middle/Elementary School - \$12.00 per plan time

Date	Plan Time	Date	Plan Time

Total Plan Times _____ Rate _____ TOTAL PAY _____

GUIDELINES: Additional students all day - Record each day on a separate line.

- 1) Teachers assigned additional students due to teacher absence will receive amount equal to: % of students x \$70.00.

Date	Plan Time	Date	Plan Time

_____ % of students X \$70.00 = TOTAL PAY _____

GUIDELINES: Additional students partial day - Record each day on a separate line.

- 1) If less than a full day, the teacher will receive amount equal to:

% of students x % of day = % of \$70.00

(example – 50% of students x 50% of day – 25% of \$70.00/Total Pay \$17.50)

Date	Plan Time	Date	Plan Time

_____ % of students x _____ % of day = _____ % of \$70.00 TOTAL PAY _____

Signature _____
(Teacher)

Date _____

Approved by _____
(Principal/Director/Supervisor)

Date _____