

				Other jobs on same day (if applicable)		
Date	Person(s) for whom substituted #1	Job Number #1	Day Total #1	Person(s) for whom substituted #2 OR if you worked multiple jobs across sites, write "Multiple Sites" and select 0.5 in the drop-down for Day Total #2	Job Number #2	Day Total #2
			0.5, 1.0, 1.5			0.5
25	Mr. Jones	12345	1.5 ▼			Select... ▼
26	Ms. Smith	23456	1 ▼	Ms. Lee	56789	.5 ▼
27	Mr. Kim	65432	1 ▼			Select... ▼
28	Mx. Johnson	78910	.5 ▼	Multiple Sites, Emerson	32178	.5 ▼

Substitute Job Examples to Reference: ALL of these examples are for the “Certificated Daily Substitute” Timesheet

Claiming a job that a teacher works 1.2 FTE: This is when a secondary teacher teaches all six periods of the duty day. This teacher is working what is known as 1.2 FTE and therefore you as the substitute receive 1.5 days pay. Please see the example using “Mr. Jones” on the line for the 25th of the month in the image above.

Full day plus volunteering to cover one more class: This is when you have picked up a job that a teacher has a full schedule (5 out of 6 periods of teaching for secondary) and then you volunteer (or say yes if asked) to cover an extra class on the prep period for your first assignment. Please see the example using Ms. Smith on the 26th of the month in the image above. In this scenario, you would have volunteered to cover for Ms. Lee during that prep period, and got the job number from school administration or the front office staff.

Full day: You claim a job and the teacher teaches 3 hours and 15 minutes or more at elementary **OR** 3 periods or more at the secondary level. You are then paid for one full day. Please see the example using Mr. Kim on the 27th of the month in the image above. This is the most common type of job.

Working at multiple sites: If you are working at multiple sites on the same day, you will be paid an extra half day. Please see the example above using Mx. Johnson on the 28th of the month. In this scenario, you have worked the half day assignment for the site that you are submitting this timesheet for but you also worked another job that day at another site. In this case, you write “Multiple Sites” and then the site name, Emerson in this example, on the line. You must also include the job number. In this instance, you must still fill out a separate timesheet for Emerson, but you do not need to list anything on the “Other Jobs” column, you only do that one one of the timesheets.