

# Wood County Educational Service Center

1867 N. Research Drive, Bowling Green, OH 43402  
 Phone: 419.354.9010 Fax: 419.354.1146

**Email to: *payroll@wcesc.org***

## Classified Substitute Payroll Time Slip

Substitute's Printed Name: \_\_\_\_\_

Substitute Address: \_\_\_\_\_

Substitute Phone Number: \_\_\_\_\_

Are you *retired* from STRS or SERS? \_\_\_\_\_ If so, check one:  SERS  STRS

Classroom location where you subbed: \_\_\_\_\_

**Please complete one form for EACH site WORKED**

**This form MUST be submitted to the email address above to receive payment.**

Name of Regular Employee	Date Worked	<input checked="" type="checkbox"/> 1/2 Day 0 - 4 Hrs	<input checked="" type="checkbox"/> 1 Day 4.01 - 8 Hrs	Comments / Notes	Payment Calculation

\_\_\_\_\_  
Substitute Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

***Payroll Office Use Only***

Budget Code: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Budget Code: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Budget Code: \_\_\_\_\_

JOB No: \_\_\_\_\_