



**BOARD OF EDUCATION  
CITY OF ALBUQUERQUE  
PAYROLL DEPARTMENT**

*Sample*

**WEEKLY TIME SHEET  
HOURLY, SUBSTITUTE & MISCELLANEOUS PAY**

Please Note: For all Non-Exempt employees, you must provide the Total Hours and Hourly Rate. An earned amount is not permissible. Please refer to time sheet preparation instruction online at [www.aps.edu](http://www.aps.edu), select Departments, Finance, Budget, Financial Matters, and then Payroll for a listing of types of employees who are Non-Exempt.

WEEK ENDING										ENTER DATE BELOW								
MO.	DAY	YR.																
8	25	2017																8/24
LOC NO.	NAME OF LOCATION				WORK PERFORMED				ENTER DAILY HOURS BELOW									
590	Albuquerque High School				Sold Prep													
EMPLOYEE No.	EMPLOYEE NAME	CO:	ACCT. UNIT	ACCOUNT	PAY CODE	EARNED AMOUNT	HOURLY RATE	TOTAL HOURS	S	S	M	T	W	T	F			
									A	U	O	U	E	H	R			
		ACTIVITY		CATEGORY					T	N	N	E	D	R	I			
100056	Jane Roe	11.00	99809511000	511000 1611	010			2.00							2			
<b>TOTAL</b>																		

**INSTRUCTIONS:**

The Payroll Type has been replaced with Schedule. Most employees' Schedule may be found on their Preprinted "Bi-Weekly Absence Sheet." Hourly employees and Substitutes do not have schedules

- Regularly scheduled hourly employees - use Pay Code 001 ONLY
- Substitutes - use Pay Code 002 ONLY
- All other Schedules - use Pay Code 010 ONLY
- DO NOT enter employees with different schedules on the same time sheet
- All Over Time Pay needs to be entered on the Weekly Over Time Sheet

Before submitting this time sheet for payment, make sure all of the following are complete:  
Schedule, Period Ending, Location Number and Name, Employee Number and Name, Cost Account, Pay Code, The Employee Number of the Teacher that the substitute replaced.

<b>EMPLOYEE'S SIGNATURE</b>
<b>SUPERVISOR'S SIGNATURE</b>
<i>Principal Signature in red</i>