



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

Sample

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

WEEK ENDING		ENTER DATE BELOW													
MO.	DAY	YR.													
1	24	2020	1/21/22 1/23/24												
LOC NO.	NAME OF LOCATION			WORK PERFORMED											
590	Albuquerque High School			Sold Prep or Cover Class											
EMPLOYEE No.	EMPLOYEE NAME	CO.	ACCT. UNIT ACTIVITY	ACCOUNT CATEGORY	PAY CODE	EARNED AMOUNT	HOURLY RATE	TOTAL HOURS	S A T	S U N	M O N	T U E	W E D	T H R	F R I
100056	Jane Doe	XXXX	XXXXXXXXXXXX	XXXXX	010			8.00				2	2	2	2
TOTAL															

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, select Departments, Finance, Budget, Financial Matters, and then Payroll for a listing of types of employees who are Non-Exempt.

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.

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

Principal Signature