



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

*Sample*

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

WEEK ENDING		ENTER DATE BELOW														
MO.	DAY	YR.														
12	20	2019	12/16 12/17 12/18 12/19 12/20													
LOC NO.	NAME OF LOCATION			WORK PERFORMED												
460	Van Buren			Hourly												
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
000049	John Doe	XXXX	XXXX	XXXX	XXXX	001			40.00			8	8	8	8	8
<b>TOTAL</b>																

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.

**EMPLOYEE'S SIGNATURE**

**SUPERVISOR'S SIGNATURE**

*Principal Signature*

**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 INLY
- 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.