

# Sussex-Wantage Board of Education Payroll Voucher

## FOR SHIFT SUB COVERAGE ONLY

**ALL VOUCHERS MUST BE SUBMITTED ACCORDING TO THE VOUCHER DUE DATES AND PAYROLL SCHEDULE 2018-2019**  
 (located on our website [www.swregional.org](http://www.swregional.org))  
**Do NOT combine payroll periods of the 1st - 15th and the 16th -30th/31st on the same voucher**

NAME: \_\_\_\_\_

REGULAR ASSIGNMENT: \_\_\_\_\_

SHIFT TIME: \_\_\_\_\_

Indicate Current Position

SWR Teacher Assistant \_\_\_\_\_

District Substitute \_\_\_\_\_

**\* Date, Employed to sub for, Student Initials and Building MUST be completed**

INDICATE EXACT HOURS WORKED FOR EACH DAY OF SUBBING

Date	Employed to Sub for	Student Initials	Building	AM Only			PM Only		DISTRICT SUBSTITUTE ONLY		Total Hours Subbing	Amount
				8:30-12:00 3.5 hrs (✓)	**AM Special Only Indicate hours	12:00-3:30 3.5 hours (✓)	**PM Special Only Indicate hours	Full Time 8:30-3:45 6.75 hrs (✓)	** Full Time Special 6.75 hrs Indicate hours			
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**TOTAL VOUCHER HOURS** \_\_\_\_\_

**CLAIMANT'S CERTIFICATION AND DECLARATION**

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**AM Special	Hours
8:10 - 11:40	3.5
8:15 - 11:45	3.5
8:20 - 11:50	3.5
8:25 - 11:55	3.5
<b>8:35 - 11:05</b>	<b>2.5</b>
8:35 - 12:05	3.5
8:40 - 12:10	3.5
8:45 - 12:15	3.5
10:00 - 1:30	3.5

**PM Special	Hours
12:00 - 3:30	3.5
12:15 - 3:45	3.5
12:20 - 3:50	3.5
12:25 - 3:55	3.5
12:30 - 3:30	3.5
<b>12:30 - 3:30</b>	<b>3</b>
<b>1:30 - 3:20</b>	<b>2</b>

Full Time Special (6.75 hrs)
8:10 - 3:25
8:15 - 3:30
8:25 - 3:40
8:35 - 3:50
8:40 - 3:55
<b>(½ hour deducted for lunch)</b>