

**CLASSIFIED SUBSTITUTE SERVICES
PAY REQUEST**

Fife School District No. 417

Classified: Report actual hours worked (do not include lunch).
Submit your Pay Request to your supervisor weekly.

Each Pay Request should cover ONLY one month.

CLASSIFIED Substitute Name (Print)

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>	<u>ASSIGNMENT/ABSENT EMPLOYEE</u>	<u>HOURS WORKED</u>
M				
T				
W				
TH				
F				

Classified Sub Signature

Date

Supervisor Authorization

Date

Original: Payroll
Yellow: Building
Pink: Substitute

**CLASSIFIED SUBSTITUTE SERVICES
PAY REQUEST**

Fife School District No. 417

Classified: Report actual hours worked (do not include lunch).
Submit your Pay Request to your supervisor weekly.

Each Pay Request should cover ONLY one month.

CLASSIFIED Substitute Name (Print)

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>	<u>ASSIGNMENT/ABSENT EMPLOYEE</u>	<u>HOURS WORKED</u>
M				
T				
W				
TH				
F				

Classified Sub Signature

Date

Supervisor Authorization

Date

Original: Payroll
Yellow: Building
Pink: Substitute