



TIME SHEET FOR SUBSTITUTING

SUBS—PLEASE NOTE: Forms received with missing information will be returned for completion. Please submit your time sheet to the site supervisor where you worked (see fax #'s below). *JOB NUMBER MUST BE ENTERED FOR PAYMENT TO BE PROCESSED IN A TIMELY MANNER. Signatures are required for the form to be processed.

NAME OF EMPLOYEE:		SUBSTITUTED AS: <input type="checkbox"/> TEACHER <input type="checkbox"/> LPN <input type="checkbox"/> TEACHING ASSISTANT <input type="checkbox"/> ELEVATED TO TEACHER <input type="checkbox"/> OTHER _____
EMPLOYEE (PAYROLL) ID#:		
HOME PHONE #:		
SCHOOL/CLASSROOM WHERE YOU WORKED		

DAY	DATE	BEGAN WORK	LUNCH		STOPPED WORK	DAYS		Absence Management (Aesop) Job #	Name of Person You Substituted for	Signature of Classroom Teacher or QIII Administrator
			FROM	TO		Half	Full			
THURSDAY										
FRIDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
MONDAY										
TUESDAY										
WEDNESDAY										

1.) STAFF & SUBS - COMPLETE ALL COLUMNS

- INCLUDE MEAL BREAK (IF WORKED FULL DAY)
 - TOTAL TIME WORKED
 - SIGN & DATE FORM
 - SEND TO SITE SUPERVISOR (SEE PAGE 2)

2.) SUPERVISOR WILL PROCESS

- ENTER PAYROLL CODE
- SIGN & DATE FORM
- FORWARD TO: PAYROLL

TOTAL # OF DAYS:			
SIGNATURE OF EMPLOYEE/SUBSTITUTE:		Date:	
SIGNATURE OF SUPERVISOR:		Date:	
PAYROLL CODE:			

Fax numbers:

Marilynn A. Noonan School at Durham: 518-697-5661	George Washington: 518-283-5621	Rensselaer Academy: 518-432-0346
Sackett Center/ Robin Sobol Transition Academy: 518-479-3651	Donald Kline Technical School: 518-828-0084	Pre-K: 518-479-6906
Robert Gibson Technical School CTE & Regents Program 518-273-4129	Paul Puccio School at Maple Hill/Columbia HS: 518-479-6998	

Questar III Instructional Program Site Supervisors

Special Education						Pre-K	Career & Tech		
Danielle Remillard Principal <i>TBD</i> Administrative Assistant	Andrew Pemrick Principal <i>Katlyn Kish</i> Administrative Assistant	Karen Brockley Principal <i>Melissa Mandell</i> Senior Clerk	Mark Nizer Principal <i>Bonnie Ecker</i> Senior Clerk	Matt Zebrowski Principal <i>Deb McDermott</i> Administrative Assistant	Chris Fatta Principal <i>Marcy Poulin</i> Senior Clerk	Michael Burns Pre-K Administrator <i>Beverly Grochan</i> Administrative Assistant	Anthony DeFazio Principal <i>Deb McDermott</i> <i>Bridgette Annunziata</i> Administrative Support	Melissa Fox Principal <i>Gloria Haake</i> <i>Gayle Podell</i> Administrative Support	Kim Sparkman Principal - Innovative Programs <i>Meredith Hughes</i> Senior Clerk
344 Menemsha Lane, Troy, NY 12180 Tel: 283-5752 Fax: 283-5621	25 Van Rensselaer Dr., Rensselaer, NY 12144 Tel: 396-3520 Fax: 432-0346	200 Schuurman Rd., Castleton, NY 12033 Tel: 479-3520 Fax: 479-3651	4099 Rte. 145, Durham, NY 12422 Tel: 719-1440 Fax: 719-1538	35 Colleen Road Troy, NY 12180 Tel: 273-2264 Fax: 273-4129	1477 S Schodack Rd., Castleton, NY 12033 Tel: 479-6999 Fax: 479-6998	10 Empire State Blvd. Castleton, NY 12033 Tel: 479-6871 Fax: 479-6906	25 Colleen Road Troy, NY 12180 Tel: 273-2264 Fax: 273-4129	131 Union Turnpike Hudson, NY 12534 Tel: 828-4157 Fax: 828-0084	80 Vandenburg Ave. Troy, NY 12080 Tel: 479-7600 Fax: 479-6906
George Washington School (GW)	Rensselaer Academy (RA) Rensselaer City	Sackett Center (SEC) Robin Sobol Transition Academy (RSTA)	Marilynn A. Noonan School at Durham (MAN) Durham Heavy Equipment & Agricultural Science (CTE)	Robert H. Gibson Technical School-Regents Program	Paul Puccio School at Maple Hill (PPS) Columbia HS	Berlin Pre-K Cairo-Durham Pre-K Ichabod Crane Pre-K Hudson Pre-K	Robert H. Gibson Technical School - CTE (RHGTS)	Donald R. Kline Technical School (DRKTS)	STEM High School Visual and Performing Arts Pathways in Education New Visions • Medical • Scientific Research and World Health

PLEASE FAX OR MAIL YOUR TIMESHEET TO THE APPROPRIATE SUPERVISOR OR THEIR ASSISTANT.