

Substitute Time Sheet Instructions

1. In order to be paid, it is your responsibility to turn in your completed time sheet to Payroll by due date on the calendar. Note that any time sheet turned in after the 15th or end of the month will be processed on the next payroll.
2. Use only one time sheet for each pay period.
3. For each day you work you need to enter the following:
 - a. The date
 - b. The center and class you are working in (or specify "Child Care" if providing only child care)
 - c. Time in and out
 - d. Time you took lunch (**you should get an unpaid lunch break if the shift is 6 hour or longer**)
 - e. Check that you took your breaks
 - f. The total number of hours you worked.
 - g. You need to make sure to have someone on-site initial before you leave.**
4. At the end of the pay period:
 - a. Total the number of hours worked
 - b. Sign the time sheet where indicated.
 - c. If you do not get direct deposit, mark whether you want to pick up your check or have it mailed.
5. You can download new time sheets from our HR page on our website, under the Tab labeled "Human Resources Forms"

<https://umchs.com/umchs-resources/human-resources/human-resource-information/>