



Payroll Department

Supplements for Career Service and Professional Substitutes

To: All Secretaries/Bookkeepers/Timekeepers
 From: Carrie Wiggins, Payroll Manager
 Re: Substitute Supplements for Education Support Professionals (ESPs) and Professional/Technical Personnel

According to the most recent salary schedule(s) for Education Support Professionals (ESPs) and Professional/Technical Personnel, individuals who substitute during their normal work hours are entitled to a supplement of \$4.50 per hour up to a maximum of \$25.00 per day. In order to properly compensate these individuals, please complete the following spreadsheet for each employee and **return to the Payroll Department by the first payrolls in December or June.**

Name: _____ ID#: _____

Location No: _____ Location Name: _____

Date Substituted	No. of Hours	Rate/Hr.	Amount of Supplement Pay (Max of \$25/day)
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$
		\$ 4.50	\$

Total Hours: _____

Total Gross Pay: \$ _____

Substitute Signature: _____

Principal Signature: _____

For Payroll Personnel Use Only:				
DOE	L3	L4	L5	Ext-Dist.
1A		100	SUB1	5100750000