



**BOARD OF EDUCATION  
CITY OF ALBUQUERQUE  
PAYROLL DEPARTMENT**

**WEEKLY TIME SHEET  
HOURLY, SUBSTITUTE & MISCELLANEOUS PAY**

WEEK ENDING	
MO.	YR.
DAY	

Please Note: For all Non-Exempt employees, you must provide the Total Hours and Hourly Rate. An earned amount is not permissible. Please refer to time sheet preparation instruction online at [www.aos.edu](http://www.aos.edu), select Departments, Finance, Budget, Financial Matters, and then Payroll for a listing of types of employees who are Non-Exempt.

LOC NO.	NAME OF LOCATION	WORK PERFORMED	ENTER DATE BELOW							TOTAL HOURS								
			S	M	T	W	T	F	R									
EMPLOYEE No.	EMPLOYEE NAME	CO:	ACTIVITY	ACCT. UNIT	ACCOUNT CATEGORY	PAY CODE	EARNED AMOUNT	HOURLY RATE	TOTAL HOURS	S	M	T	W	T	F	R	I	
																		A
<b>TOTAL</b>																		

**EMPLOYEE'S SIGNATURE**

**SUPERVISOR'S SIGNATURE**

**INSTRUCTIONS:**

The Payroll Type has been replaced with Schedule. Most employees' Schedule may be found on their Preprinted "Bi-Weekly Absence Sheet." Hourly employees and Substitutes do not have schedules

- Regularly scheduled hourly employees - use Pay Code 001 ONLY
- Substitutes - use Pay Code 002 ONLY
- All other Schedules - - use Pay Code 010 ONLY
- DO NOT enter employees with different schedules on the same time sheet
- All Over Time Pay needs to be entered on the **Weekly Over Time Sheet**

Before submitting this time sheet for payment, make sure all of the following are complete:  
Schedule, Period Ending, Location Number and Name, Employee Number and Name, Cost Account, Pay Code, The Employee Number of the teacher that the substitute replaced.