



MEDICINE HAT PUBLIC SCHOOL DIVISION

601 – 1 Avenue S.W.

Medicine Hat, Alberta, T1A 4Y7

Substitute Educational Assistant - Time Sheet

This timesheet is to be used by our current EAs that are filling in for a Teacher when they are away.

- Please record only the hours that you have worked for the Teacher. Example, 8:30 a.m.to 11:45 a.m.
- When substituting for a teacher you either paid by the half day or full day.
- Rate of pay is \$185.00 for full day, \$92.50 for half day.
- Please use one timesheet per day.
- Once Michele Gardiner receives the signed time sheet and approves it she will forward the timesheet to payroll for payment.
- Timesheets approved by the 15th of each month will be included in your payment at the end of each month.
- **NOTE:** If you have worked your regular EA position for the first half an hour of a day and agree to work for a teacher that is away you are only paid for the non-certificated classroom supervisor part not your regular EA half an hour.

It is possible for an EA to work half a day as an EA (with EA pay) and then for that EA to fill in for a teacher for the other half (non-certificated supervisor pay).

If at anytime you have any questions, please contact either Michele Gardiner or Rita Olsen.

Employee Name: _____

Date: _____

Date of Substitution	Teacher's Name	School	Total Hours e.g. 8:45 to 3:00	Lunch Break e.g. 12:00 12:30

Please have this timesheet signed by the EA and School Administrator and forwarded this timesheet to Michele Gardiner as soon as possible.

Signature of Educational Assistant: _____

Signature of School Administrator: _____

Signature of Michele Gardiner: _____