RCAS Hourly Substitute Log

Please submit payroll log weekly to RapidCityPayrollManager@k12.sd.us. Payroll logs should be sent via email on Monday or, under special circumstances, up to noon on Wednesday.

Building: _____

_____
Supervisor's Signature

Pay Period: _____

Substitute's Name (Last Name, First Name)	Employee Subbed For (Last Name, First Name)	For Payroll Purposes Only	Position	Hours
			Total Hours	0

Please email to Payroll
RapidCityPayrollManager@k12.sd.us