

Divided Class Form

MUST be completed and scanned to DPS_payroll@daytonpublic.com

Payroll date: Week ending _____

If a substitute teacher is not available, and a class is divided among professional staff members, those professional staff members shall equally share the compensation which would have been paid to a substitute teacher at his/her current rate.

Date of Service _____

Absent Teacher Name _____ Employee ID# _____

Total # of hours covered _____

Name	Employee ID#	Time Worked	Period
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Principal's Signature _____ Date: _____

School: _____ Payroll use only; amount to pay _____