HAVERHILL PUBLIC SCHOOLS - PAYROLL REPORT /R.C. Administrator Payroll Report

ESP <u>Cumulative</u> Period Coverage Form

Effective January 1, 2018 – Any ESP who substitutes for a teacher for one or more classes in a day and who then reaches six (6) classes covered for a period of 30 minutes or greater can complete the form and submit for one day of substitute pay for \$25.00. It is the responsibility of the ESP to complete the paperwork and submit to their principal for confirmation.

School:			
Staff Name:			Staff Signature:
	Date	State what period you covered	Name of Teacher covered for
1.			
2.			
3.			
4.			
5.			
6.			
Supervisor/Princip	oals signature:		
Pay period submit	ted:		
Pay date:			