

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

ESP – Teacher Differential Coverage Form

BACK UP TO TIMESHEET & MUST BE INCLUDED WITH TIMESHEET

Instructions:

1. **Complete the timesheet for:**
 - a) **Each period (30 mins or greater) that you cover. 6 periods covered equals 1 day differential. One day differential pays \$25.00. Submit once all 6 periods are covered; or,**
 - b) **Each full day of coverage. Each full day pays \$25. If multiple full coverage days are within same week, one sheet can be used for that week but each day must be dated and state “Full Day” in period covered column.**
2. **If within one week there is a mixture of full day coverage and period coverage, one sheet should only show full coverage days and period coverage should be on a separate sheet.**

School: _____

Staff Name: _____

Staff Signature: _____

	<u>Date</u>	<u>Period covered or Full Day</u>	<u>Name of Teacher covered & Reason</u>
1.			
2.			
3.			
4.			
5.			
6.			

Total Full Coverage Days: _____

Supervisor/Principals signature: _____

Pay period submitted: _____ Pay date: _____