

**Putnam County Educational Service Center
124 Putnam Parkway
Ottawa, Ohio 45875**

Classroom Location (Please circle one)

Preschool
Columbus Grove
Continental
Fort Jennings
Leipsic
Miller City

MH
Continental
Leipsic
Ottawa Elementary
Ottawa-Glandorf HS

ED
Continental

AOC
OGHS

Autism
OGHS
Pandora-Gilboa

SUBSTITUTE TEACHER PAYROLL FORM

Substitute Name: _____ SSN#: _____
Address: _____
Phone Number: _____

Please complete one form per site worked and return to the Putnam County ESC.

Week Day	Date	Substituted For	In	Out	Lunch	In	Out	Total Hours
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

- **At least a 30 minute lunch break must be taken when working 6 hours or more.**

Total Hours: _____

I certify the time stated above is accurate and truly reflects my work schedule.

Substitute Signature Date

School District Representative Date



TREASURER OFFICE USE ONLY

Total Days: _____

Rate: _____

Account # _____

Amount: _____

County Superintendent Signature