Putnam County Educational Service Center

P.O. Box 190, 336 East Main Street
Ottawa, Ohio 45875

Classroom Location (Please circle one)

Preschool	**MH**	**SBH**	**AOC**	**Other**
Columbus Grove	Miller City	Continental	Ottawa	
Continental	Ottawa Elementary	Leipsic		
Fort Jennings	Ottawa-Glandorf HS			
Leipsic				
Miller City				

SUBSTITUTE TEACHER AIDE PAYROLL FORM

Substitute Name: _____ SSN# : _____
Address: _____
Phone Number: _____ Are you retired from SERS? _____

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

Week Day	Date	Substituted For	In	Out	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.

_____ _____
Substituted Signature Date School District Representative Date

*****