

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

Classroom Location (Please circle one)

Preschool	MH	ED	AOC
Columbus Grove	Continental	ESC Annex	OGHS
Continental	Leipsic		
Fort Jennings	Ottawa Elementary		
Leipsic	Ottawa-Glandorf		
	HS		
Miller City	Pandora-Gilboa		
Titan Tikes			

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