BLUE SHEETS

Your Guide on How to Fill Out and Proof a Blue Sheet

WHAT IS A BLUE SHEET

Why the blue sheet is used and what for

Who Uses Blue Sheets

◦ Substitute Support Employees

◦ Community Education Employees

Why Use a Blue Sheet

- Support Employees subbing for another person in the district
- Support Employees working hours that need to be paid out of a budget that is not their primary budget
- Support Employees that do not have access to Timecard Online
- Community Education Employees subbing for another person in the district
- Community Education Employees working hours that need to be paid out of a budget that is not their primary budget
- Community Education Employees that do not have access to Timecard Online

How to Fill Out a Blue Sheet if Subbing For a Support Position

- Enter Employee ID

- Print Full Name

- Enter School/Building Subbing At

- Check Box and Provide the NAME and POSITION of the person subbing for

- Enter Month and Year that Hours Were Worked

- Fill Out Hours Worked with the Corresponding Date

- Sign YOUR Name and Date

- Turn into Supervisor

* FOR THIS EXAMPLE THE SHEET IS WHITE FOR VIEWING PURPOSES ONLY USE A BLUE SHEET

How to Fill Out a Blue Sheet if Subbing For a Teaching Position

- Enter Employee ID

- Print Full Name

- Enter School/Building Subbing At

- Fill Out **ALL** REQUESTED INFORMATION in "Support Employee Substituting for a Teacher" boxes

- Sign YOUR Name and Date

- Turn into Supervisor

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Billings Public Schools
Time Sheet for Support and
Community Education Employees

Employee ID #   Name (PLEASE PRINT)   School/Building

☐ Name of Person AND Position of Person Substituting for:

☐ Community Education Teacher
☐ Community Education Teacher Teaching During the Day

Month _____   Year _____

DATE	HOURS	DATE	HOURS	DATE	HOURS	DATE	HOURS
1	_____	8	_____	16	_____	24	_____
2	_____	9	_____	17	_____	25	_____
3	_____	10	_____	18	_____	26	_____
4	_____	11	_____	19	_____	27	_____
5	_____	12	_____	20	_____	28	_____
6	_____	13	_____	21	_____	29	_____
7	_____	14	_____	22	_____	30	_____
		15	_____	23	_____	31	_____

TOTAL HOURS
1st Pay Period _____

TOTAL HOURS
2nd Pay Period _____

Support Employee Substituting for a Teacher.

Job Number	Teacher for Whom I Substituted	Start Date	Date Finished	Total Hours*	SPED Y/N

*If you are a Substitute Support: 1 Day = 7.5 Hours   ½ Day = 3.75 Hours

I certify the above statement to be correct and compensation is due.

Tessa Olson

1 / 1

How to Fill Out a Blue Sheet For Self

○ Enter Employee ID

○ Print Full Name

○ Enter School/Building

○ When asked for "Name of Person AND Position Substituting for" Notate SELF *if you have two positions notate the position worked

○ Enter Month and Year that Hours Were Worked

○ Enter Hours work

○ Sign YOUR Name and Date

○ Turn into Supervisor

*FOR THIS EXAMPLE THE SHEET IS WHITE FOR VIEWING PURPOSES ONLY USE A BLUE SHEET

How to Fill Out a Blue Sheet For XS Hours

○ Enter Employee ID

○ Print Full Name

○ Enter School/Building

○ When asked for "Name of Person AND Position Substituting for" Notate XS HOURS

○ Enter Month and Year that Hours Were Worked

○ Enter Hours work

○ Sign YOUR Name and Date

○ Turn into Supervisor

*FOR THIS EXAMPLE THE SHEET IS WHITE FOR VIEWING PURPOSES ONLY USE A BLUE SHEET

HOW PAYROLL READS A BLUE SHEET

REMEMBER ALL RESPECTIVE FIELDS ARE REQUIRED TO BE COMPLETED PRIOR TO SUBMITTING

This is a completed form.

Payroll reads this as; Tessa Olson (id #00009929) subbed for Tracy Berry (Acct III) at Lincoln Center on July 16th and July 18th for a total of 8.5 Hours

Once received by payroll, the Blue Sheet will be coded to have monies will be paid to 00009929 out of the payroll accountant sub fund as approved by Tracy's supervisor

Billings Public Schools
Time Sheet for Support and
Community Education Employees

00009929   Tessa Olson   Lincoln

Employee ID #   Name (PLEASE PRINT)   School/Building

[X] **Name of Person AND Position of Person Substituting for:**
    Tracy Berry Payroll Acct III

[ ] **Community Education Teacher**
[ ] **Community Education Teacher Teaching During the Day**

Month __JULY__   Year __2018__

DATE	HOURS	DATE	HOURS	DATE	HOURS	DATE	HOURS
1		8		16	8	24	
2		9		17		25	
3		10		18	.5	26	
4		11		19		27	
5		12		20		28	
6		13		21		29	
7		14		22		30	
		15		23		31	

TOTAL HOURS   TOTAL HOURS
1st Pay Period _____   2nd Pay Period __8.5__

Support Employee Substituting for a Teacher.

Job Number	Teacher for Whom I Substituted	Start Date	Date Finished	Total Hours*	SPED Y/N

*If you are a Substitute Support: 1 Day = 7.5 Hours   ½ Day = 3.75 Hours

I certify the above statement to be correct and compensation is due.

Tessa Olson   7/18/18   7/30/18

Employee Signature/Date   Administrator-Director Signature/Date

Budget Code: _____

Community Education Use Only: _____ + _____ + _____ = _____
     Hours   Prep Hours   Records   Total Hours

Payroll Use Only : _____ X $_____ = $_____
     Hours   Rate   Pay

12/17