Northern Gateway
Public Schools

Northern Gateway Public Schools
Box 840, Whitecourt, AB T7S 1N8
Time Sheet
Substitute Teacher

Print Form
Save

Name: _____

Address: _____

Month/Year: _____

Date	AM	PM	School	Teacher Replaced	For Payroll Use	Comments	Supervisor's Initials
Total Days							

_____
Signature

NOTE:
- It is essential time sheets reach the Payroll Department no later than the 3rd calendar day of each month as pay day is the10th of the month.
- Any time sheet received after the 3rd of each month will be paid on the next pay period.
- Time sheets can be emailed to gloria.johnson@ngps.ca or faxed to Division Office at (780) 778-6719.
- Original must be kept by the substitute teacher.
- Pay period is from the 1st to the 31st of the month.