

BENSENVILLE ELEMENTARY SCHOOL DISTRICT 2
EMPLOYEE ATTENDANCE / SUBSTITUTE EMPLOYMENT RECORD

EMPLOYEE RECORD (one record only*)

NAME: _____ RECORD DATE: _____

DATE(S) ABSENT: _____

HALF DAY _____ WHOLE DAY _____ **OR** NUMBER OF WHOLE DAYS _____

_____ SICK LEAVE _____ SCHOOL BUSINESS _____

_____ PERSONAL LEAVE _____ (explain)

_____ JURY DUTY _____ PROFESSIONAL DEVELOPMENT ** (account 2210-120)

_____ RELIGIOUS LEAVE _____

_____ OTHER _____ BEREAVEMENT _____

_____ (relationship)

(explain)

SUBSTITUTE RECORD (one record only*)

NAME: _____

HAS ASSUMED DUTIES OF THE ABOVE EMPLOYEE FOR THE DATES AND TIMES RECORDED

REMARKS _____

RESULTING EARNINGS ARE (SEE NOTE BELOW)

_____ SUBJECT TO TRS CONTRIBUTIONS _____ NOT SUBJECT TO TRS CONTRIBUTIONS

NOTE: ALL EARNINGS FROM TEACHING ARE SUBJECT TO PAYROLL DEDUCTIONS FOR CONTRIBUTIONS TO THE TEACHERS RETIREMENT SYSTEM OF IL (TRS) UNLESS PAYEE IS CURRENTLY RECEIVING A RETIREMENT ANNUITY FROM EITHER TRS OR THE PUBLIC SCHOOL TEACHERS' PENSION AND RETIREMENT FUND OF CHICAGO AND HAS NOT BEEN EMPLOYED BY THE DISTRICT FOR MORE THAN 100 DAYS (OR 500 HOURS)

EMPLOYEE'S SIGNATURE

SUBSTITUTE'S SIGNATURE

SUBSTITUTE'S SOCIAL SECURITY#

OFFICE USE: AMOUNT PAID: _____

SUPERVISOR'S SIGNATURE

DATE PAID ON: _____

* Use separate forms if more than one substitute is employed during any one staff absence or if a substitute assumed the duties of more than one employee on the same date.

** PROFESSIONAL DEVELOPMENT - activities which are designed primarily for assisting instructional staff in planning, developing and evaluating the instructional process.

REVISED 3/11/02