

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY PAYROLL DEPARTMENT

75 North Pace Blvd Pensacola, Florida 32505
 Fax Number 469-6353

Request to Adjust Payroll Timesheet - SUB Teacher

This form may be used to correct SUB Teacher pay. Sub Teacher rates are certified through HR. Please be very specific and utilize the notes section. Completed forms should be sent to the Payroll Department. Please keep a copy for your records.

Step 1: Correct the work hours in Frontline and reconcile.

Step 2: Complete and submit this Payroll Adjustment Form to the Payroll Department.

Employee Name: _____ SSN: xxx-xx-_____

Employee Work Location: _____

Adjustment Type: SUBDY SUBEX

Please change the following information on the payroll time report for the:

Payroll Dated _____ Payroll Run # _____
 (mm/dd/yyyy)

	CHANGE SUB HOURS		CHANGE SUB RATE OF PAY	
	CHANGE FROM	CHANGE TO	CHANGE FROM	CHANGE TO
DATE	Hours:	Hours:	Rate Paid:	New Rate:
DATE				
DATE				
DATE				
DATE				

Instructions: List the date to be adjusted and the time to be adjusted under the correct category. If work hours are being adjusted, use the "Change Sub Hours" columns. If a SUBDY or a SUBEX rate is being adjusted, use the "Change Sub Rate of Pay" columns. Other employee types should have adjustments completed through the *Payroll Adjustment Form*, this form is only for Sub Teachers.

Notes: _____

Revised: 8/18/22

 Person Responsible for Completing Form Phone Number Principal/Supervisor Signature