# Substitute Teacher Salary Report Gulf States Conference

## Form should be filled out and returned to the Office of Education, immediately following the teacher absence.

This is to certify I substituted in the (Print **FULL LEGAL** Name of Substitute Teacher)

1 day = 8 hrs = 1.0

3/4 day = 6 hrs = 0.75

1/2 day = 4 hrs = 0.5

1/4 day = 2 hrs = 0.25

 School for days or \_\_\_\_\_\_ hours:

For (Print Name of Teacher)

From to (Month/Day/Year) (Month/Day/Year)

## I-9 Form with ID Copies W-4 Form Employment Application

 [ ] Enclosed [ ] Enclosed [ ] Enclosed

[ ] Sent within last two years [ ] Sent within last two years [ ] Sent within last two years

**Please note**, that before a substitute can work the Treasury department **HAS** to have**: I-9 with color photo of ID with Social Security card or Passport, W-4, Direct Deposit slip, Employment Application and they need to have completed Verified Volunteers.** All substitute teacher pay is subject to payroll taxes and is paid at the end of each month following receipt of this form and any proof of eligibility to work forms, and payment. Non- US citizens need to contact treasury to know what information is needed that differs from above.

## Reason for Substitution (Check One) Substitute Pay Amount

[ ] Teacher Illness [ ] $65 per day – Non-degreed

[ ] Death in Immediate Family [ ] $70 per day – Non-degree with designated certificate

[ ] Personal leave day [ ] $75 per day – College Graduate

[ ] School Field trip [ ] $80 per day – College Graduate with designated certificate

[ ] Conference Event

[ ] Other-Specify [ ] Unpaid Leave (Only with prior permission from superintendent.)

Principal’s Signature

# In order for the substitute teacher to be paid within the next pay period of having substituted, this completed form must be mailed or emailed to: Kelsey Abbott, Office of Education, Gulf States Conference, P.O. Box 240249, Montgomery, AL 36124-0249; kabbott@gscsda.org prior to the 15th of the month following the work.

**Office Use Only: Pay Code 10010**

% School pays \_\_\_\_\_\_\_\_\_\_\_\_\_\_/Check #\_\_\_\_\_\_\_\_\_ % Conference Pays\_\_\_\_\_\_\_\_\_\_\_\_ % On Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved – Education Department Updated 7/1/21