



North East Independent School District

Human Resources Department

8961 Tesoro Drive, San Antonio, Texas 78217

Phone: (210) 407-0475 or (210) 407-0476 | Fax: (210) 805-2795

www.neisd.net

CERTIFIED SUBSTITUTE EXTENDED DAY RATE APPROVAL FORM

TO BE COMPLETED BY CAMPUS/DEPARTMENT:

This is notification that _____ was a

substitute at _____ for _____
Campus Org # Employee Name

List All Subjects & Grade Levels Taught**

CERTIFICATION FIELD Substitute's certification must match subjects and grade level taught in order to qualify for pay increase.**

Assignment Begin Date

11th Day of Assignment

Assignment End Date

Note: For payroll purposes, you must notify the sub office with any date changes

TO BE COMPLETED BY SUBSTITUTE:

Employee ID (required for Payroll)

Substitute Name

Date

Substitute Signature

Note: For payroll purposes, long term subs cannot accept another assignment. This will end your long term assignment.

**** NOTE:** If your principal approves your long-term substitute to get access to temporary email and/or Skyward while on this job, please process your request through an online **Help Desk ticket**.

Please process this form in accordance with District policy and Payroll Dept processing deadlines. Fax or email to the Human Resources Dept Substitute Office staff, Kim Padilla or Irma De La Rosa | Fax: (210) 805-2795 | Phone: (210) 407-0475 or (210) 407-0476

Budget Manager's Signature

Date

Approved: _____

Yes

No

Human Resources Signature

Date