

THINGS TO KNOW AND FORMS TO HAVE FOR THE MARIN COUNTY OFFICE OF EDUCATION SPECIAL EDUCATION PROGRAMS

Thank you for playing such an important role as a substitute in our Special Education programs. Listed below are procedures and dates to be aware of.

Instructions for certificated timesheet for teachers: (see the previous page link)

1. Fill in the highlighted areas on the attached timesheet clearly. Please use black or blue ink.
2. The teacher or paraeducator's name you subbed for is most important to process your timesheet in a timely manner. Different programs have different budget codes. If you subbed for a paraeducator, cross out the word "teacher" and write in "paraeducator" so that your assignment and work information is very clear.
3. Use a different timesheet for each teacher/paraeducator within the month's period.
4. Use a different timesheet for each month.
5. Submit your timesheet(s) to Student Services at MCOE.
6. Your timesheet(s) for the month must be received by MCOE Student Services no later than the last working day of the month to meet mid-month payroll deadlines.
7. Work performed during one month is paid in the following month's Mid-month Payroll Run, usually the 14th or 15th. If for any reason there is a delay due to timeliness or incomplete information, the Miscellaneous Payroll Run follows one week later.

Instructions for classified timesheet for paraeducators: (see the previous page link)

1. Fill in the highlighted areas on the attached timesheet clearly. Please use black or blue ink.
2. The paraeducator's name you subbed for is most important to process your timesheet in a timely manner. Different programs have different budget codes.
3. Use a different timesheet for each paraeducator within the month's period.
4. Use a different timesheet for each month.
5. Submit your timesheet(s) to Student Services at MCOE.
6. Your timesheet(s) for the month must be received by MCOE Student Services no later than the last working day of the month to meet mid-month payroll deadlines.
7. Work performed during one month is paid in the following month's Mid-month Payroll Run, usually the 14th or 15th. If for any reason there is a delay due to timeliness or incomplete information, the Miscellaneous Payroll Run follows one week later.