British Columbia Conference - Office of Education

For OE use only

SUBSTITUTE TEACHER'S AIDE/EA REPORT

- The aide/EA is <u>not allowed in the classroom</u> (and will not be paid) without a Criminal Record Check clearance being on file at the Office of Education.

- An employee cannot be paid unless ALL REQUIRED DOCUMENTATION has been sent to Payroll.

School _____

Teacher's Aide/EA _____

Reason for absence _____

Name of substitute _____ $ _____
sub's hourly rate of pay

Address of substitute _____
street city pc

Date(s) substituted _____ **Total # of hours** _____
(Dates for each pay period need to be on separate forms.)

_____
signature of substitute teacher's aide/EA signature of principal

COPY TO BE GIVEN TO SUBSTITUTE TEACHER'S AIDE/EA

FOR OFFICE OF EDUCATION USE ONLY

SUBSTITUTE TEACHER'S AIDE/EA RATE		# of hrs		TOTAL
hourly rate _____		_____		_____
CHARGE				
SCHOOL	salary	_____		_____
	employer costs	_____	=	_____
OTHER	salary	_____		_____
	employer costs	_____	=	_____

Pay Period End Date _____

Approved by _____ _____
Office of Education Date

Revised August 2025