

See Reverse Side for Instructions

TIME SHEET	
Employee Name:	
Job Title (if substitute list Position, not "substitute"):	
Substituting for (Person's name):	
Payroll Period From:	To:

Payroll Use Only			
Charge Account #			
	Hours	Rate of Pay	Amount Due
Regular:			
Extra:			
Extra Trip:			
Overtime:			
Other:			

Date	Contracted Regular Hours Worked	Extra Hours or Substitute Employee Hours	Extra Trip Hours (Bus Drivers Only)	Leave Hours Taken (Sick, Pers, Vac, Funeral)	Overtime (Hours worked over 40 per week)	Holiday Hours Received	Total
TOTAL WK 1							
TOTAL WK 2							
GRAND TOTAL							

Notes (continue on back): _____

Employee Signature

Date

Supervisor/Principal Signature

Date