

Substitute Teacher Time Sheet

Name _____

Week End. _____

Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours

Week End. _____

Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours

Total Hours: _____

Supervisor's Signature

Employee's Signature

Procedures for filling out time sheets:

- 1) Record the number of hours worked per day in the appropriate box.
A full workday is an 8 period day equaling 7 hours of work
- 2) The time sheet should be completely filled out and signed by you.
Time sheet forms will be available in the front office conference room.
- 3) At the end of a 2 week pay period the time sheet will be turned in to the Business Office. Paychecks will be located in the "Substitute" mailbox in the mailroom. Checks will not be mailed.