

# SUBSTITUTE TIMESHEET FOR ANY CLASSIFIED POSITION

SCHOOL: \_\_\_\_\_

PERIOD ENDING DATE \_\_\_\_\_  
(15<sup>TH</sup> OR THE LAST DAY OF THE MONTH)

Name \_\_\_\_\_ (Print Name Legibly)

Employee # \_\_\_\_\_ or Last 4 Digits of SSN # \_\_\_\_\_

<i>WK 1</i> <b>DATES</b>						
	MON	TUES	WED	THURS	FRI	WEEK TOTAL
<b>INDICATE HOURS</b>						
<i>WK 2</i> <b>DATES</b>						
	MON	TUES	WED	THURS	FRI	WEEK TOTAL
<b>INDICATE HOURS</b>						
<i>WK 3</i> <b>DATES</b>						
	MON	TUES	WED	THURS	FRI	WEEK TOTAL
<b>INDICATE HOURS</b>						

**IMPORTANT**

**Hrs and codes for Payroll use only: Please use check box to note position working**

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- Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 1118 0150 SUBX Inst. Asst
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 1118 0150 SUBX Spec Ed Inst. Asst
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 1118 0150 SUBX Preschool Inst. Asst
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 5101 0150 Cafeteria
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 1986 0150 SUBX Custodian
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 1077 0150 SUBX Secretary
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 9011016 0150 Bus Monitor
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 9011092 0150 Bus Driver
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 9201134 0150 Temp Painter
  - Add hrs: \_\_\_\_\_ | \_\_\_\_\_ 9011096 0150 Vehicle Mechanic

PC 280 – regular position    PC 350 – sub position

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Principal's Signature

**\*\*unsigned timesheets will be returned\*\***

**PLEASE COMPLETE & SIGN TIMESHEET IN BLACK OR BLUE INK – NO PENCIL**