

HOURLY TIMESHEET

■ To be used by hourly staff & substitutes working in hourly positions.
All timesheets are normally due to the Superintendent's Office by Thursday at 9:00 am.

Name: _____

School: _____

Position Worked: _____

Week Ending: _____

Date	Day	Total Hours	List Child or Project	Hours Absent	Absent Code / Comments
	<i>Sat</i>				
	<i>Sun</i>				
	<i>Mon</i>				
	<i>Tues</i>				
	<i>Wed</i>				
	<i>Thurs</i>				
	<i>Fri</i>				
Total Hours		<input type="text"/>	Total Hours Absent		<input type="text"/>

Signature: _____

By signing this timesheet I am certifying the accuracy of hours worked and/or absences.

I will adjust estimated work hours if necessary the following week.

Absent Codes: V-vacation, P-personal, S-sick, J-jury, H-holiday, O-other-please explain

Principal Approval: _____

Date: _____



Substitute Teacher Report of Days

■ To be used by daily and long-term teacher substitutes

Non-Certified

Name: _____

Certified Teacher

Telephone: _____

Week Ending: _____

Date*	Day	Check	Teacher Substituted For	School	Comment
	<i>Mon</i>				
	<i>Tues</i>				
	<i>Wed</i>				
	<i>Thurs</i>				
	<i>Fri</i>				
Total Days		<input type="text"/>			

Signature: _____

By signing this Report of Days I am certifying that the day(s) worked are accurately represented.

*Daily Substitutes should report days worked on a Thursday to Wednesday basis. *Date(s) required.*

Principal Approval: _____

Date: _____