

Substitute Time Sheet

Name _____

Pay Period: _____

Date						PAYROLL USE ONLY - TOTAL	
AM Site							
Teacher Covered							
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial		
AM Approval Signature for half day or X for FULL DAY		Full Day		Full Day		Full Day	
PM Site						PAYROLL USE ONLY - TOTAL	
Teacher Covered							
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial		
PM Approval Signature							
Date						PAYROLL USE ONLY - TOTAL	
AM Site							
Teacher Covered							
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial		
AM Approval Signature for half day or X for FULL DAY		Full Day		Full Day		Full Day	
PM Site						PAYROLL USE ONLY - TOTAL	
Teacher Covered							
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial		
PM Approval Signature							
Date						PAYROLL USE ONLY - TOTAL	
AM Site							
Teacher Covered							
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial		
AM Approval Signature for half day or X for FULL DAY		Full Day		Full Day		Full Day	
PM Site						PAYROLL USE ONLY - TOTAL	
Teacher Covered							
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial		
PM Approval Signature							

Substitute Signature: _____

Due to Payroll Office on: _____

Date Received by Payroll: _____