Substitute Time Sheet

Name						Pay Period:						
Date AM Site												PAYROLL USE ONLY
Teacher Covered	Sec. Initial		Sec. Initial		Sec. Initial			Sec. Initial	Sec. Init	al		- TOTAL
Confirmed/Leave Type AM Approval Signature for half day or X for FULL DAY		f	Full Day		Full Day		Full Day		Full Day		Full Day	
PM Site												
Teacher Covered												
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial			Sec. Initial	Sec. Init	al		
PM Approval Signature												
Date												
AM Site												PAYROLL
Teacher Covered												USE ONLY
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial		5	Sec. Initial	Sec. Init	al		- TOTAL
AM Approval Signature for half day or X for FULL DAY		F	full Day		Full Day		Full Day		Full Day		Full Day	
PM Site												
Teacher Covered												
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial			Sec. Initial	Sec. Init	al		
PM Approval Signature												
Date												
AM Site												PAYROLL
Teacher Covered												USE ONLY
Confirmed/Leave Type AM Approval Signature for	Sec. Initial		Sec. Initial		Sec. Initial			Sec. Initial	Sec. Init	al		- TOTAL
AM Approval Signature for half day or X for FULL DAY		F	full Day		Full Day		Full Day		Full Day		Full Day	
PM Site												
Teacher Covered												
Confirmed/Leave Type	Sec. Initial		Sec. Initial		Sec. Initial			Sec. Initial	Sec. Init	al		
PM Approval Signature												
Substitute	Signature:					Due to Pay	roll Of	fice on:	_			
Date Received	by Payroll:											