

Name: _____

If Substitute, subbing for whom? _____

Job Worked:

Su	Date:	M	Date:	T	Date:	W	Date:	R	Date:	F	Date:	S	Date:	Weekly Total
Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		
Su	Date:	M	Date:	T	Date:	W	Date:	R	Date:	F	Date:	S	Date:	Weekly Total
Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		
Su	Date:	M	Date:	T	Date:	W	Date:	R	Date:	F	Date:	S	Date:	Weekly Total
Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		Daily Total:		
GRAND TOTAL.....														

Signature: _____

Time Sheet Instructions:

- ❖ Fill out timecards for days listed on "NEW TIMESHEET DUE DATES" schedule found on Main & Finance offices' bulletin boards.
- ❖ Fill out a different time card for each type of job worked during the pay period.
- ❖ Time sheets are to be filled out with the beginning and ending time of work periods (except for Subject Teachers - see below).
- ❖ Total your time cards by day, week and grand total. The totals will be double-checked by the Business Office, and any discrepancies will be communicated to the employee.
- ❖ **SUBSTITUTES:** List who you are subbing for on the time sheet.
- ❖ **Subject Teachers:** Time sheets are filled out with number of classes taught. A separate time sheet should be completed for any In-Service and/or Mentoring hours. (These are paid at a different rate)
- ❖ Please fill out your timecards as neatly as possible. Thank you.
- ❖ Turn in timecards by the date listed on "NEW TIMESHEET DUE DATES". Please make every effort to do so.
- ❖ ***The Business Office will make every effort to make sure you are paid on time, and your diligence in following these timesheet guidelines will help to make that possible!***