

SUBSTITUTE TIMESHEET - CLASSIFIED

Circle one: *Rittman* *Orrville* *Green* *Southeast*

_____ **Name (print)**

Circle one: *Aide* *Custodian* *Lunchroom*

Secretary *Driver* *Field Trip*

_____ **Employee ID**

_____ **Building**

		<i>Start</i>	<i>End</i>	<i>30- min</i>	<i>Start</i>	<i>End</i>	<i>Total</i>	
	<i>Date</i>	<i>Time</i>	<i>Time</i>	<i>break</i>	<i>Time</i>	<i>Time</i>	<i>Hours</i>	<i>Employee you subbed for or Description of Field Trip</i>
<i>Sun</i>								
<i>Mon</i>								
<i>Tues</i>								
<i>Wed</i>								
<i>Thur</i>								
<i>Fri</i>								
<i>Sat</i>								
Total								

		<i>Start</i>	<i>End</i>	<i>30- min</i>	<i>Start</i>	<i>End</i>	<i>Total</i>	
	<i>Date</i>	<i>Time</i>	<i>Time</i>	<i>break</i>	<i>Time</i>	<i>Time</i>	<i>Hours</i>	<i>Employee you subbed for or Description of Field Trip</i>
<i>Sun</i>								
<i>Mon</i>								
<i>Tues</i>								
<i>Wed</i>								
<i>Thur</i>								
<i>Fri</i>								
<i>Sat</i>								
Total								
Total hours on timesheet:								

**Hours worked should not exceed schedule of employee you subbed for*

_____ **Substitute Employee's Signature**

_____ **Approved by: Building Principal /Supervisor**

For Treasurer's Office use:

Hours _____ **x Rate \$** _____ **= \$** _____