

# **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>								
<b>Total</b>								

		<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>								
<b>Total</b>								
<b>Total hours on timesheet:</b>								

*\*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 \$** \_\_\_\_\_ **= \$** \_\_\_\_\_