





SUBSTITUTES' TIMESHEET

Substitute's Name 		Substitute's Signature 		Month/Year:		
				<i>Email form to your building secretary = your signature.</i>		
<u>DATE</u> Click the box at right for each day worked.	<input checked="" type="checkbox"/>	<u>TIME IN</u>	<u>TIME OUT</u>	<u>CLASSIFIED SUBS*</u> Enter total # Hours (Deduct 1/2 hr. break)	<u>SUB TEACHERS</u> Select: • "Full Day" or • "Half Day"	<u>FULL NAME OF STAFF COVERED</u> Enter name of staff for whom you subbed.
1 st						
2 nd						
3 rd						
4 th						
5 th						
6 th						
7 th						
8 th						
9 th						
10 th						
11 th						
12 th						
13 th						
14 th						
15 th						
16 th						
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18 th						
19 th						
20 th						
21 st						
22 nd						
23 rd						
24 th						
25 th						
26 th						
27 th						
28 th						
29 th						
30 th						
31 st						
SUPERVISOR'S SIGNATURE 				DATE:		

*CLASSIFIED SUBS: PLEASE RECORD TOTAL HOURS IN DECIMAL FORMAT:

15 min = .25

30 min = .5

45 min = .75

60 min = 1.0