



# SUBSTITUTE WORK ONLY

DATE	POSITION (ALSO LIST THE EMPLOYEE THAT YOU SUBSTITUTED FOR IF APPLICABLE)	DURING YOUR REGULAR WORK	TIME				Total Hours	Office use only
			IN	OUT	IN	OUT		
		Circle one: YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						
		YES NO						

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

**\*\*TIME SHEETS MUST BE RECEIVED BY PAYROLL BEFORE 10:00 AM THE MONDAY OF PAY WEEK IN ORDER TO BE INCLUDED IN THAT PAY.**