

Each employee is responsible for turning in their own time sheet. The time sheet must be turned in to get a pay check.

Use for Internal Substitutes Only

Please make copies on WHITE paper.

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| <u>Name:</u> | | <u>Work Dates:</u> | |
| <u>Address:</u> | | <u>Payroll Date:</u> | |
| <u>City/ ST/ Zip:</u> | | <u>Acct #:</u> | |
| <u>Phone:</u> | | <u>Rate of Pay:</u> | |

| <u>Building:</u> | <u>Subbed For/ Description:</u> | <u>Date:</u> | <u>Period:</u> | <u>Hours:</u> | <u>Approval:</u> |
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| <u>Total Hours Subbed:</u> | |
| <u>Total Amount Due:</u> | |