CLERICAL SUBSTITUTE TIMESHEET

2024-2025

INAME										
ID #										
ADDRES	S									
CITY, STATE, ZIP										
POSITION			CODE	RATE						
SCHOOL RECEPTIONIST			1	\$17.14						
ATTENDANCE/COUNSELING/ASST PRINCIPAL SEC			2	\$17.44						
CENTRAL REG, DISTRICT RECEP, SCHOOL REG			3	\$18.31						
BUILDING ADMINISTRATIVE ASSISTANT			4	\$19.19						
			TIME	TIME	TIME	TIME	TOTAL #	RATE OF		AUTHORIZED
DATE	BUILDING	ABSENTEE NAME	IN	OUT	IN	OUT	HOURS	PAY	CODE	SIGNATURE

I certify that the above report is correct and accurate.

Substitute Signature_____

TIMESHEETS ARE DUE BY THE 3RD OF THE MONTH. LATE TIMESHEETS WILL BE HELD UNTIL THE FOLLOWING MONTH.