WAREHOUSE SUBSTITUTE TIMESHEET

2024-2025

NAME

ID #

ADDRESS

CITY, STATE, ZIP_

POSITION

WAREHOUSE COURIER

CODE PAY RATE 1

\$17.23

| DATE | BUILDING | ABSENTEE NAME | TIME IN | TIME OUT | TIME IN | TIME OUT | TOTAL # HOURS | RATE OF PAY | CODE | AUTHORIZED SIGNATURE |
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Substitute Signature_____

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

REVISED 6-25-2024