SUBSTITUTE TEACHER

TIME SHEET

Name:_____

Weekly time sheet – Fill in "DATE", "Worked for", and "Total"

Date	Position	Worked for: (if applicable)	Time In	Time Out	Hours Worked	Rate of Pay	Total
	Sub Teacher		8:00 am	2:30 pm	6	$75.00	
	Sub Teacher		8:00 am	2:30 pm	6	$75.00	
	Sub Teacher		8:00 am	2:30 pm	6	$75.00	
	Sub Teacher		8:00 am	2:30 pm	6	$75.00	
	Sub Teacher		8:00 am	2:30 pm	6	$75.00	

(½ hr lunch is deducted from "time worked" for Payroll purposes.)

Total Days: _____ @ $75.00 = $_____

(rate) (Total Paid)

Signature:_____

Approved by:_____

(Rev. 1/2015)