

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

August 16, 2017
Start Date

through

September 15, 2017
End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
August 16, 2017						
August 17, 2017						
August 18, 2017						
August 19, 2017						
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September 14, 2017						
September 15, 2017						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

September 16, 2017
Start Date

through October 15, 2017
End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
September 16, 2017						
September 17, 2017						
September 18, 2017						
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October 14, 2017						
October 15, 2017						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

October 16, 2017

through

November 15, 2017

Start Date

End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
October 16, 2017						
October 17, 2017						
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November 14, 2017						
November 15, 2017						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

November 16, 2017

through

December 15, 2017

Start Date

End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
November 16, 2017						
November 17, 2017						
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December 14, 2017						
December 15, 2017						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

December 16, 2017

through

January 15, 2018

Start Date

End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
December 16, 2017						
December 17, 2017						
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January 15, 2018						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

January 16, 2018

through

February 15, 2018

Start Date

End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
January 16, 2018						
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February 15, 2018						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period February 16, 2018 through March 15, 2018
Start Date End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
February 16, 2018						
February 17, 2018						
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March 15, 2018						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

March 16, 2018

through

April 15, 2018

Start Date

End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
March 16, 2018						
March 17, 2018						
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April 15, 2018						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

April 16, 2018

through

May 15, 2018

Start Date

End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
April 16, 2018						
April 17, 2018						
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May 14, 2018						
May 15, 2018						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

May 16, 2016
Start Date

through

June 15, 2018
End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
May 16, 2016						
May 17, 2016						
May 18, 2016						
May 19, 2016						
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June 14, 2016						
June 15, 2016						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.

TIME RECORD - SUBSTITUTE SUPPORT STAFF

Employee Name (Last, First) _____

For the pay period

June 16, 2018

through

July 15, 2018

Start Date

End Date



Day	Location	Absent Employee Being Replaced	Hours Worked	GL	Supervisor's Signature	Comments
June 16, 2018						
June 17, 2018						
June 18, 2018						
June 19, 2018						
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July 15, 2018						

***Please note that the timesheets are due at Central Services after work on the last day of the timesheet.