STAFF TIME SHEET

Type of Position:

_____ Straight-Time

_____ Over-Time

_____ Extra Service

_____ Classroom Substitute Pay (Teachers Only)
(Rate is per class time)

_____ Home Instruction **Tutor**
(Complete the **Front and Back** of this Form**)**

NOTE: This time sheet must be submitted in accordance to the payroll calendar.

Date(s)	Name of Person you Subbed for OR Reason for Hours Worked	Position Classification (A-1, B-2, F-1, etc.)	During or Above Daily Contracted Hours? (CIRCLE ONE)	Building	# of Hours Worked (by nearest 1/4 hour) (Please, no time frames)
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_____	_____	_____	_____
Employee's Signature (must be legible)	Employee's Classification (must be legible)	Supervisor's Signature (must be legible)	Total Hours

(Revised: 02/03/16)

DAILY REPORT FOR TUTORS

Note: If you are a home instruction tutor, reading tutuor… PLEASE complete **BOTH** sides of this form. There may be additional forms you may be required to complete as a Home Instruction Tutor.

Name of Student OR Reason Worked	**Date**	**Start Time**	**End Time**	**Total number of hours worked (by nearest 1/4 hour)**	**Parent/Guardian Signature**

Total Hours:

(Must agree with reverse side.)

(Revised: 02/03/16)