



MUST be turned in to payroll office by last day of period during which hours are worked!

Substitute Name (Printed): _____

Employee ID: _____
(found on pay stub)

Substitute Signature: _____

Pay Period End: _____

Day of Week	Date	# of Hours Worked	Building/Position/Reason	Funding	Authorized Signature
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL HOURS					