



# DAILY SUBSTITUTE TIME SHEET

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

NAME (LAST, FIRST): \_\_\_\_\_ ID#: \_\_\_\_\_ SITE: \_\_\_\_\_

DATE	TIME WORKED	NAME OF ABSENT EMPLOYEE	Office Manager Use Only: ACCOUNT CODE	REASON FOR ABSENT: BL,PN,SB,SL
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day			
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day			
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	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day			
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day			

Reason for Absent: BL=Bereavement Leave, PN=Personal Necessity, \*SB=School Business, SL=Sick Leave

\*Details for School Business should include name and location of conference.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Time Sheet will be returned if not signed by Employee**

Revised 8/2018 LL