



**SUBSTITUTE TIME SHEET**

**TWO WEEKS ENDING: \_\_\_\_\_**

**Employee: \_\_\_\_\_**

**Program: \_\_\_\_\_ Location: \_\_\_\_\_**

Day	Date	Hours Worked	Position Worked (Circle one)	Substituted For
Monday			Parapro Teacher	
Tuesday			Parapro Teacher	
Wednesday			Parapro Teacher	
Thursday			Parapro Teacher	
Friday			Parapro Teacher	
	<b>Weekly Totals:</b>			

Day	Date	Hours Worked	Position Worked (Circle one)	Substituted For
Monday			Parapro Teacher	
Tuesday			Parapro Teacher	
Wednesday			Parapro Teacher	
Thursday			Parapro Teacher	
Friday			Parapro Teacher	
	<b>Weekly Totals:</b>			

**Total Hours for two weeks: \_\_\_\_\_**

**NOTE: Please submit this timesheet to COP ESD ATTN: Debbie Comps.**

**Office Use Only:**

\_\_\_\_\_ Hours @ \_\_\_\_\_

**Gross Salary:** \_\_\_\_\_

I attest that the contents of this timecard are accurate and my own.

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

Supervisor initials: \_\_\_\_\_ Rev. 10/2007