



# Waynedale

## LOCAL SCHOOL DISTRICT

<b>Position:</b> Circle one	Aide	Cafeteria	Custodian
	Secretary	Driver	Field Trip

Name: \_\_\_\_\_

<b>Building:</b> Circle one	PK-K	WES	WMS	WHS
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Emp ID: \_\_\_\_\_

		Start	End	30-min	Start	End	Total	
	Date	Time	Time	break	Time	Time	Hours	Employee you subbed for or Description of Field Trip
Sun								
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
<b>Total</b>								

		Start	End	30-min	Start	End	Total	
	Date	Time	Time	break	Time	Time	Hours	Employee you subbed for or Description of Field Trip
Sun								
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
<b>Total</b>								
<b>Total hours on timesheet:</b>								

\*Hours worked should not exceed schedule of employee you subbed for

\_\_\_\_\_  
Substitute Employee's Signature

Approved by: \_\_\_\_\_  
Building Principal /Supervisor

<b>For Treasurer's Office Use:</b>
Hours _____ X Rate \$ _____ = \$ _____