

MANCHESTER LOCAL SCHOOL DISTRICT

**SUBSTITUTE TEACHER TIME SHEET**

Month \_\_\_\_\_ Year \_\_\_\_\_ Social Security No. \_\_\_\_\_

Employee Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_ Building \_\_\_\_\_

| Date             | In | Out | % of Day | School | For Whom |
|------------------|----|-----|----------|--------|----------|
| 1 <sup>st</sup>  |    |     |          |        |          |
| 2 <sup>nd</sup>  |    |     |          |        |          |
| 3 <sup>rd</sup>  |    |     |          |        |          |
| 4 <sup>th</sup>  |    |     |          |        |          |
| 5 <sup>th</sup>  |    |     |          |        |          |
| 6 <sup>th</sup>  |    |     |          |        |          |
| 7 <sup>th</sup>  |    |     |          |        |          |
| 8 <sup>th</sup>  |    |     |          |        |          |
| 9 <sup>th</sup>  |    |     |          |        |          |
| 10 <sup>th</sup> |    |     |          |        |          |
| 11 <sup>th</sup> |    |     |          |        |          |
| 12 <sup>th</sup> |    |     |          |        |          |
| 13 <sup>th</sup> |    |     |          |        |          |
| 14 <sup>th</sup> |    |     |          |        |          |
| 15 <sup>th</sup> |    |     |          |        |          |

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

Signature of Principal/Supervisor \_\_\_\_\_

|                 | <u># of Days</u> | <u>Pay Rate</u> | <u>Total Pay</u> |
|-----------------|------------------|-----------------|------------------|
| Account # _____ | _____            | _____           | _____            |
| Account # _____ | _____            | _____           | _____            |
| Account # _____ | _____            | _____           | _____            |
| Account # _____ | _____            | _____           | _____            |
| Account # _____ | _____            | _____           | _____            |
| <b>TOTAL</b>    | =====            | =====           | =====            |

Please complete and return by the 16<sup>th</sup> of the month.