

**COLUMBIA UNION SCHOOL DISTRICT
TIME SHEET**

Circle One: Regular Substitute Extra Duty
 Retired? YES NO

Name: _____ Job Title: _____

Pay Period: _____ Date: _____

Supervisor's Signature: _____ Employee's Signature: _____

A separate time sheet must be filled out for each separate job title. It must be turned in to the District Office, signed by your supervisor, by the 10th to receive pay on that month's paycheck.

MONTH	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	JOB TITLE	SUBBING FOR
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

TOTAL

FOR BUSINESS OFFICE USE ONLY									
Hours Worked	X	Hourly Rate	=	Amount	Account Code				
_____		_____	=	_____	_	_	_	_	_
_____		_____	=	_____	_	_	_	_	_
_____		_____	=	_____	_	_	_	_	_
_____		_____	=	_____	_	_	_	_	_
_____		_____	=	_____	_	_	_	_	_

NOTES: