

**Columbia Union School District - Time Sheet**

Check One:

**Regular**

**Substitute**

**Extra Duty**

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Pay Period \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Employee 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 10<sup>th</sup> to receive pay on that month's pay check.**

Day	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							

**FOR DISTRICT USE ONLY**

Hours Worked	Hourly Rate	Amount	Account Code
_____ X _____	= _____	_____	-----
_____ X _____	= _____	_____	-----
_____ X _____	= _____	_____	-----
_____ X _____	= _____	_____	-----