SUBSTITUTE MONTHLY TIMESHEET
QUINCY SCHOOL DISTRICT

Instructions: **Use only one time sheet per month.** (Start a second one only if one is not enough for the whole month). Turn into the District Office on the last working day of the month. ***Time sheets not turned in by the third working day after the due date will not be processed until the next month's payroll.***

Name:_____ **Pay Period:**_____

Employee Start Here: **Supervisor Start Here:**

Date	Start Time	Lunch Start	Lunch End	End Time	Total Time	Person Substituted For	Supervisor's Signature	Funding Source/s	%'s

Employee Signature:_____ **Date:**_____

PAYROLL:

Hourly/Pay Rate		Total Hours		Amount Owed	Funding Source	Hrs	Funding Source	Hrs
	x		=					
	x		=					
	x		=					
	x		=					

Revised 09/03 (Pink)