

Name _____

Location _____ Position _____

Month _____ Year _____



Date	In	Out	In	Out	Total Hours	Reason	Subbed For
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
					Subtotal Hours		

Month _____ Year _____

Date	In	Out	In	Out	Total Hours	Reason	Subbed For
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
					Subtotal Hours		
					Grand Total Hours		

For Supervisors Only

Rate of Pay Flat Rate _____ Per Diem _____ Sub _____ Other \$ _____

Acct Code _____

Supervisor Signature _____

Director Signature (if applicable) _____

Comments _____

I certify under penalty of perjury that this is a true and correct claim

Employee Print Name _____

Employee Signature _____

Payroll Use Only	Paycode	Account Code	Rate	Hours	Gross	Retire Month
	_____	_____	\$ _____	_____	_____	_____
	_____	_____	\$ _____	_____	_____	_____
	_____	_____	\$ _____	_____	_____	_____
	_____	_____	\$ _____	_____	_____	_____
TOTALS			_____	_____	_____	_____