

**CECIL COUNTY PUBLIC SCHOOLS  
PAYROLL DEPARTMENT  
STANDARD TIME SHEET**

**This time sheet is not used for General Assistants, Food & Nutrition, Tutors, Summer School, or Security Games Management.**

**FOR SUBSTITUTE USE ONLY**

- MENTOR
- CUSTODIAL OVERTIME
- CUSTODIAL USE OF BUILDING
- SECRETARIAL ASSISTANCE
- TEACHER EXTENDED SCHOOL YEAR
- CONTRACTED SERVICES
- SUMMER MAINTENANCE
- SUMMER OPERATIONS
- PARENT RESOURCE
- OTHER: \_\_\_\_\_

- SUBSTITUTE CUSTODIAN
- SUBSTITUTE SECRETARY
- SUBSTITUTE BUS DRIVER
- SUBSTITUTE BUS ASSISTANT

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

EMPLOYEE ID NUMBER

SCHOOL

PRINCIPAL OR DEPARTMENT HEAD APPROVAL

BI-WEEKLY  
PAY PERIOD

\_\_\_\_/\_\_\_\_/\_\_\_\_  
MO. DAY YEAR

THRU

\_\_\_\_/\_\_\_\_/\_\_\_\_  
MO. DAY YEAR

DATE	DAY	DAYS/HOURS WORKED	TOTAL HOURS	REMARKS <small>INDICATE FOR WHOM SUBSTITUTED, REASON FOR OVERTIME, USE OF BUILDING, ETC.</small>
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			

**TO BE COMPLETED BY PAYROLL DEPARTMENT**

TOTAL HOURS/DAY \_\_\_\_\_ X \_\_\_\_\_ RATE = \_\_\_\_\_ TOTAL WAGES

JOB CODE \_\_\_\_\_ ACCOUNT CODE \_\_\_\_\_

Please Note: Time Sheets must be submitted bi-weekly on payday Friday.