

Express Employees Time Sheet

School _____

Substitute Name _____

| | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | | | | |
|---------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|---|--|--|--|
| Week 1 | | | | | | | | | | | | | | | | | | | | | | | | |
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| Week 2 | | | | | | | | | | | | | | | | | | | | | | | | |
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Total Hours Worked _____

Substitute Name _____

| | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | | | | |
|---------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|---|--|--|--|
| Week 1 | | | | | | | | | | | | | | | | | | | | | | | | |
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| Week 2 | | | | | | | | | | | | | | | | | | | | | | | | |
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Total Hours Worked _____

Substitute Name _____

| | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | Date | Time In | Time Out | Hours Worked | | | | |
|---------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|------|---------|----------|--------------|---|--|--|--|
| Week 1 | | | | | | | | | | | | | | | | | | | | | | | | |
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| Week 2 | | | | | | | | | | | | | | | | | | | | | | | | |
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Total Hours Worked _____