

Express Employees Time Sheet

School _____

Substitute Name _____

Monday				Tuesday				Wednesday				Thursday				Friday			
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																			
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 2																			

Total Hours Worked _____

Substitute Name _____

Monday				Tuesday				Wednesday				Thursday				Friday			
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																			
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 2																			

Total Hours Worked _____

Substitute Name _____

Monday				Tuesday				Wednesday				Thursday				Friday			
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																			
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 2																			

Total Hours Worked _____