

**Bolivar-Richburg Central School**  
**Substitute Aide Time Sheet**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Payroll Ending Date: \_\_\_\_\_

| Date        | Time Frame<br>Worked | Job Performed<br>(Specify who you are in for) | Regular<br>Hours |
|-------------|----------------------|-----------------------------------------------|------------------|
| Ex: 4/12/xx | 7:00 - 3:30          | Substitute for XXX                            | 8                |
|             |                      |                                               |                  |
|             |                      |                                               |                  |
|             |                      |                                               |                  |
|             |                      |                                               |                  |
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|             |                      |                                               |                  |
|             |                      |                                               |                  |
|             |                      |                                               |                  |
|             |                      |                                               |                  |
|             |                      |                                               |                  |

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

(Office Use)

|             |  |
|-------------|--|
| Total Hours |  |
|-------------|--|