

# Eastmont School District #206

## Classified Substitute

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Substitute's Name (Please Print) \_\_\_\_\_

DATE \_\_\_\_\_

Substitute's Signature \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

***TIME SHEETS NOT RECEIVED BY PAYROLL BY THE 5TH OF THE MONTH WILL BE  
PROCESSED THE FOLLOWING MONTH.***

Date:	Name of Absent Employee	Position	Location	Total # of Hours	Building Signature and Budget #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total:					

**Payroll Use Only:** \_\_\_\_\_ **Total Hours** \_\_\_\_\_

It is the responsibility of each substitute to obtain the appropriate substitute time sheet on the 1st of the month and record all time worked. The work month runs from the 1st of the month through the last working day of the month.

Payment will be made the last working day of the following month and mailed to your home.