

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303

SUBSTITUTES:

Monthly Time Report (Classified Positions)

_____/_____/_____
Month/Year

Substitute Name

School

Date	Worked As Sub	Worked For: (Employee Name/Assignment)	Office Use
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			

Employee Signature

Date

Building Principal/Supervisor

Date

My signature certifies that these are the total number of hours that I've worked this month.

Instructions for completing the monthly time report for Substitutes:

Time sheets must be completed on a daily basis! Your time sheet is a legal document once it has been signed. Please make sure the information is correct!

1. In the top section **print** your name, building in which you are working, month and year you are reporting.
2. In the “Worked As Sub” column, enter the number of hours worked as a substitute.
3. In the “Worked For:” column, enter the name of the person for whom you are subbing, and/or the position you are working.
4. You may enter your total hours at the bottom of the grid or you may leave that blank. Payroll will total your hours.
5. Your time sheets will be reconciled to the substitute/absence report kept in the district office. Please contact payroll if you believe a mistake has been made.
6. **Sign** and date your timesheet.
7. Submit your time sheet to your supervisor as soon as the month ends. Your time sheet should be in the payroll office by the 2nd day of the month.