

Please make sure to use a time sheet marked for SUBSTITUTES. This ensures that your time sheet is properly flagged for processing.

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303

SUBSTITUTES:

Monthly Time Report (Classified Positions)

Jan. 2022 Month/Year

Sample Sally

Legal name, legibly written

Substitute Name

School

Wilkes

Date	Worked As Sub	Worked For: (Employee Name/Assignment)	Office Use
1			
2			
3			
4	6	Betty McPara	
5			
6			
7			
8			
9			
10	4.75	Paraeducator - sped	
11			
12			
13	5	Leonard Cook	
14	6	Betty McPara	
15			
16			
17			
18			
19			
20			
21			
22			
23			
24	4.5	Joe Cricket	
25	6	Leonard Cook	
26			
27			
28			
29			
30			
31			
Total			

Total compensable hours reported in this column. Do not include lunch times.

The name of the person you subbed for should be listed here.

Hours should be reported in decimal format!

If you don't know the name of the person you subbed for, please enter what position you did for the day.

Completed time sheets need to be signed and submitted to the office manager for approval and processing.

Sample Sally

1.31.2022

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.