



# SPECIAL ASSIGNMENT TIME SHEET

CLASSIFIED SUBSTITUTES - GAME HELP - STUDENT WORKERS - TEMPORARY - TUTORING

LEAVE USE CODE:

SICK TIME ST

\* CODE ANY APPROVED & AVAILABLE SICK TIME HOURS AS 'ST'

MONTH / YEAR

DAY	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
TOTAL WORK HOURS																

\*RECORD TOTAL NUMBER OF HOURS WORKED FOR EACH DAY.

MONTH / YEAR

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TOTAL WORK HOURS															

\*RECORD TOTAL NUMBER OF HOURS WORKED FOR EACH DAY.

DETAILS/NOTES:

CLASSIFIED SUBSTITUTE

SCHOOL SUBBED FOR/ POSITION WORKED

GAME HELP

SPORT RATE OF PAY

STUDENT WORKER

SCHOOL JOB RATE OF PAY

TEMPORARY WORK

SCHOOL TYPE OF WORK RATE OF PAY

TUTORS

STUDENT ACCOUNT CODE

FOR DISTRICT PAYROLL USE ONLY

HOURS RATE

ACCOUNT#

HOURS RATE

ACCOUNT #

SIGNATURE

DATE

I HEREBY CERTIFY THAT THIS TIME SHEET IS AN ACCURATE STATEMENT OF THE HOURS I WORKED.

PRINT NAME

ADMINISTRATOR/  
SUPERVISOR SIGNATURE

DATE

I HEREBY CERTIFY THAT THIS TIME SHEET IS AN ACCURATE STATEMENT OF THE HOURS WORKED BY THE ABOVE-NAMED FOR THIS PAY PERIOD.

EMPLOYEE ID# (IF KNOWN)