

**Hourly Time Sheet**

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

<b>Building:</b> _____			<b>Rate of Pay:</b> _____		
Date	Day	Report Times In	Out	Hours Worked	Description of work and/or person you are subbing for
	Mon				
	Tue				
	Wed				
	Thur				
	Fri				
	Mon				
	Tue				
	Wed				
	Thur				
	Fri				
<b>Total Hours</b>					

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

Building Administrator Signature \_\_\_\_\_

Date Submitting Timesheet \_\_\_\_\_

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Building Administrator Signature \_\_\_\_\_

Date Submitting Timesheet \_\_\_\_\_