

Hourly Time Sheet

Name: _____

Building: _____			Rate of Pay: _____		
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				
Total Hours					

Employee Signature _____

Building Administrator Signature _____

Date Submitting Timesheet _____

Hourly Time Sheet

Name: _____

Building: _____			Rate of Pay: _____		
Date	Day	Report Times In	Out	Hours Worked	Description of work and/or person you are subbing for
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Employee Signature _____

Building Administrator Signature _____

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