



VASHON ISLAND SCHOOL DISTRICT #402

Substitute Timesheet

****THIS TIMESHEET IS TO BE USED BY SUBSTITUTES ONLY****

**Substitute payroll is processed twice a month
Substitutes are paid on the 15th of each month and the last working day of each month**

DISTRICT USE ONLY

NAME: _____

SCHOOL: _____ DEPT: _____

MONTH: _____ YEAR: _____

SUBSTITUTE HOURS: _____
RATE \$ _____ GROSS \$ _____

Date Worked <input type="checkbox"/> 1 st thru 15 th <input type="checkbox"/> 16 th thru 31 st (please check one)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	---	31	Total Hours Worked
	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Number of Hours Worked (nearest quarter hour)																		
Name of employee you are working for																		

EMPLOYEE SIGNATURE _____

DATE _____

PRINCIPAL'S SIGNATURE _____

DATE _____