

Sub Rate: \_\_\_\_\_  
GL Code: \_\_\_\_\_  
Weekending: \_\_\_\_\_  
Payroll Date: \_\_\_\_\_

**Position** (Circle One) **Teacher**  
**Para/Tutor**

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Half Day Pay	Full Day Pay	Teacher you Subbed for
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								

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Day	Date	Start Time	Lunch Out	Lunch In	End Time	Half Day Pay	Full Day Pay	Teacher you Subbed for
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								

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I certify that these hours are a true and accurate record of all time worked during the pay period.

Supervisor Signature      Date