

Manchester Public Schools

LACK OF SUBSTITUTE COVERAGE - TIME REPORTING SHEET

THIS TIME SHEET IS A RECORD OF TIME WORKED AND ABSENCES TAKEN.

Name: _____ ABSENT TEACHER: _____
 Employee #: _____ Location: _____

TIME SHEETS WITHOUT DATES, TIME IN/TIME OUT, AND JOB DESCRIPTION WILL BE RETURNED.

Week beginning: (M/D/Y): _____

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS		# OF CLASSES OR PERIODS COVERED
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							

TOTAL HOURS WEEK 1:

Week beginning: (M/D/Y): _____

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS		# OF CLASSES OR PERIODS COVERED
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							

TOTAL HOURS WEEK 2:

TOTAL HOURS FOR PAY PERIOD

EMPLOYEE SIGNATURE / DATE

SUPERVISOR SIGNATURE / DATE

Org/Obj: 11099100 5122

 FY18

#430 @ \$23.15 / CLASS

 \$75 / DAY FOR SPLIT CLASS

ALL TIME SHEETS MUST BE RECEIVED IN THE PAYROLL OFFICE NO LATER THAN 12:00 NOON ON THE MONDAY OF PAY WEEK. IF THERE IS A MONDAY HOLIDAY, TIME SHEETS MUST BE RECEIVED IN THE PAYROLL OFFICE NO LATER THAN 10:00AM ON TUESDAY OF PAY WEEK.