

BUS GARAGE Substitute Timesheet

Pay Period _____ to _____

- Bus Monitor
 Bus Driver
 Riding

EMPLOYEE NAME: _____

	Date	Subbing for	AM On	AM Off	Subbing for	PM On	PM Off	Total	Field Trip
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

**For Payroll
Use Only**

Total Hours _____

	Date	Subbing for	AM On	AM Off	Subbing for	PM On	PM Off	Total	Field Trip
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

Total Hours _____

	Date	Subbing for	AM On	AM Off	Subbing for	PM On	PM Off	Total	Field Trip
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

Total Hours _____

	Date	Subbing for	AM On	AM Off	Subbing for	PM On	PM Off	Total	Field Trip
MONDAY									
TUESDAY									
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THURSDAY									
FRIDAY									
SATURDAY									
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Total Hours _____

	Date	Subbing for	AM On	AM Off	Subbing for	PM On	PM Off	Total	Field Trip
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

Total Hours _____

Employee Signature: _____

Approved By: _____

PAYROLL USE:	
Total Hours:	_____
Hourly Rate:	_____
Total to be Paid:	_____
Payroll Code:	_____