

**Cascade School District #228
Time and Attendance Report
Classified Substitute Timesheet**

Month: _____ 2017-18

Employee's Name (Please Print): _____

Employee's Signature: _____ *** To be completed by Administrator****

Date:	Name of employee you subbed for:	School	Hours Worked	Empty Hours	Supervisor/ Secretary Initials	Account Code
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total:						

You must get Initials from a Supervisor or Secretary before handing in this timesheet. It is your responsibility to get this timesheet to payroll by the 5th of each month.