Olympic Educational Service District #114

SUBSTITUTE TIME SHEET

105 National Avenue North, Bremerton, Washington 98312
(360) 478-6889 ● 1-800-201-1300 ● FAX (360) 405-5808 ● Early Learning ● Head Start/EHS/ECEAP

MONTH OF _____ ***YEAR***_____

X _____
SUBSTIUTE NAME PRINTED

X_____
SUBSTITUTE SIGNATURE DATE SIGNED

X_____ X_____
SUBSTITUTE SUPERVISOR SIGNATURE DIRECTOR INITIALS

DAY OF THE MONTH	TIME IN	TIME OUT	HOURS WORKED	USDA HOURS	STAFF VERIFICATION OF HOURS WORKED. SIGNATURE IN THIS COLUMN.	SITE WORKED /EVENT	DO NOT WRITE IN THIS AREA (BUSINESS OFFICE USE ONLY)

TOTAL HOURS WORKED _____

15 Minutes = .25
30 Minutes = .50
45 Minutes = .75
60 Minutes = 1.0 hour

YOUR TIME SHEET IS DUE INTO THE OFFICE BY 4:30PM ON THE LAST WORKING DAY OF THE MONTH