



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 JULY YEAR 2020

DAY OF THE MONTH	TIME IN	TIME OUT	HOURS WORKED	USDA HOURS	STAFF VERIFICATION OF HOURS WORKED. SIGNATURE IN THIS COLUMN.	SUBSTITUTE NAME PRINTED	DATE SIGNED	DIRECTOR INITIALS	SITE WORKED /EVENT
3	9:00	12:30	3.5		<i>S Calhoun</i>	X <u>Bonnie Hoover</u>	07/30/2020		Green Mtn. ECEAP
6	9:00	12:30	3.5		<i>S Calhoun</i>	X <u>Bonnie Hoover</u>			Green Mtn. ECEAP
21	3:30	7:30	4.0		<i>S Calhoun</i>	X <u>KIM CRUMMEY SIGNS HERE</u>			Policy Council Child Care
23	8:00	4:00	7.5		<i>K Crummeey</i>				Toy Cleaning at OESD <i>BH</i>
23	8:00	1:00	5.0		<i>HAVE SIGNED AGAIN</i>				Toy Cleaning at OESD
28	9:30	1:00	3.5		<i>J Swanson</i>				Madrona HS
30	4:45	7:30	2.75		<i>E Schaefer</i>				Parent Workshop Child Care
REMEMBER TO SIGN AND DATE YOUR TIME SHEET. REMEMBER TO TOTAL YOUR OWN HOURS AT THE BOTTOM.									

TOTAL HOURS WORKED 22.25

- 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