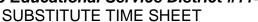


Olympic Educational Service District #114





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

	come grow	with us!				MONTH OF YEAR		
D A Y O F T H E M O N T H	T - M E - N	T I M E O U T	HOURS WORKED	USDA HOURS	STAFF VERIFICATION OF HOURS WORKED. SIGNATURE IN THIS COLUMN.	X SUBSTITUTE NAME PRINTED X SUBSTITUTE SIGNATURE X SUBSTITUTE SUPERVISOR SIGNATURE SITE WORKED /EVENT		DATE SIGNED

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**