

# White Cloud Public Schools Bi-Weekly Timesheet

**Directions:** Please print your name (first and last), pay period end date (non pay week Saturday), reason for subbing.

Complete the full date (including year), start time, end time, and who you subbed for.

Submit this form to your administrator at the end of your shift on the Friday before pay week.

Name: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_

Reason (Check One):    \_\_\_ Sub Teaching    \_\_\_ Extra Duty

Admin Signature: \_\_\_\_\_

Or Other (Describe): \_\_\_\_\_

**1st Week Date**    Reminder: Week 1 is ALWAYS pay week

**Office Use**

<u>MM/DD/YY</u>	<u>Day</u>	<u>Time In</u>	<u>Time Out</u>	<u>Time In</u>	<u>Time Out</u>	<u>Subbed For</u>	<u>Total</u>
	SUN						
	MON						
	TUES						
	WED						
	THUR						
	FRI						
	SAT						

This line is for office use only. Total Hours for the week: \_\_\_\_\_

**2nd Week Date**    Reminder: Week 2 is always NON pay week

**Office Use**

<u>MM/DD/YY</u>	<u>Day</u>	<u>Time In</u>	<u>Time Out</u>	<u>Time In</u>	<u>Time Out</u>	<u>Subbed For</u>	<u>Total</u>
	SUN						
	MON						
	TUES						
	WED						
	THUR						
	FRI						
	SAT						

This line is for office use only. Total Hours for the week: \_\_\_\_\_

**Office Use Only**

Number of Hours \_\_\_\_\_ x Pay Rate \_\_\_\_\_ = Total Amount: \$ \_\_\_\_\_