



Field Trip\Substitute Bus\Aide Time Sheet

Name: _____

Substituting For: _____

*** Enter date for each day worked along with actual In and Out times.

*** Please calculate hours worked in hundredths. (Ex: 30 min. = .50) (Ex: 50 min = .83)

Two Week Time Period from _____ to _____

Week 1		TIME					Job Description/FT #
Date		In	Out	In	Out	Hours	
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
TOTAL							

Week 2		TIME					Job Description/FT #
Date		In	Out	In	Out	Hours	
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
TOTAL							

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

***All time sheets require a building principal signature