



# CONWAY SCHOOL DISTRICT SUBSTITUTE TIMESHEET

EMPLOYEE NAME: \_\_\_\_\_ POSITION: SUBSTITUTE

(FULL NAME/NO NICKNAMES)

SCHOOL/LOCATION: \_\_\_\_\_ TYPE OF SUB:  NHRS RETIREE

STAFF

PAYROLL CHECK DATE: \_\_\_\_\_  DAILY/LONG

### WORK DAY

	DATE	AIDE HRS	7 TEACHER 7.5 HR	TOTAL HOURS	EMPLOYEE REPLACED
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
Total Week 1					

### WORK DAY

	DATE	AIDE HRS	7 TEACHER 7.5 HR	TOTAL HOURS	EMPLOYEE REPLACED
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
Total Week 2					

TOTAL HOURS

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL/SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_