

**WELD COUNTY SCHOOL DISTRICT RE-5J
SUB TEACHING EMPLOYEE TIME SHEET**

NAME:	TEACHING FOR:
SOCIAL SECURITY#:	BUILDING:
PAY PERIOD IS FROM THE 12TH TO THE 11TH OF EACH MONTH.	
REMINDER: ALL TIME SHEETS ARE DUE AT THE ADMINISTRATION OFFICE BY THE 12TH OF EACH MONTH – FAX# 970 587-2607. WHEN COMPLETING TIME SHEET, LIST HOURS WORKED FOR WHICH TEACHER AND WHICH BUILDING AND THE REASON.	

PAY PERIOD: MONTH _____, YEAR _____ TO: MONTH _____, YEAR _____

DATE	BLDG	TEACHER	HALF DAY	FULL DAY	#HRS WRKD	REASON	DATE	BLDG	TEACHER	HALF DAY	FULL DAY	#HRS WRKD	REASON
12							1						
13							2						
14							3						
15							4						
16							5						
17							6						
18							7						
19							8						
20							9						
21							10						
22							11						
23													
24													
25													
26													
27													
28													
29										TOTAL DAYS PER EMPLOYEE:			
30													
31													

TIME SHEET MUST BE SIGNED BEFORE IT CAN BE PROCESSED

EMPLOYEE SIGNATURE	FOR OFFICE USE ONLY: TOTAL HOURS WORKED:		
	REGULAR		
TIME WILL BE VERIFIED WITH EMPLOYEE LEAVE FORMS AND SUB REPORTS	OVERTIME		
ACCOUNT CODE:	TOTAL		