

Ocean View School District
 SUBSTITUTE/EXTRA HRS TIME SHEET
 CLASSIFIED EMPLOYEES

Payroll Use Only

Name _____
 ID# _____
 (or pre-printed label)

Month _____ 16, thru _____ 15, 20_____

Date	Hours	Substituted for (Name) or Extra	Account #	School	Approval
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Payroll Use Only

Employee Signature

Supervisor Signature