



**SNOHOMISH  
SCHOOL  
DISTRICT**

Snohomish School District

**SUBSTITUTE TIME SHEET**

NAME:

(legal name only - no nicknames)

Month/Year: \_\_\_\_\_

Location: \_\_\_\_\_

substitute MUST complete		
Daily Initials	DATE	HOURS *

These sections are to be completed by the Administrative Assistant		
POSITION/hrs	SUBSTITUTED FOR: (first/last name)	BUDGET #

PAYROLL USE ONLY	
RATE	GROSS

PENCIL OR WHITE OUT WILL NOT BE ACCEPTED. PLEASE CROSS OUT AND INITIAL ANY CHANGES

\*Record hours to the nearest quarter hour (.25, .50, .75, 1.0). Do not include unpaid lunch

I hereby certify, *under penalty of law*, that the above is a true and accurate record of hours worked.

Substitute's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept/Program Signature (responsibility codes 1500, 5000, 5100) \_\_\_\_\_ Date \_\_\_\_\_

payroll use only