Substitute Biweekly Timesheet

titute Name:		School:	
Date	Name of Absent Employee	# Teacher Hours	# EA/Secretary Hours
Date	Name of Absent Employee	Regular Hours	# LA/Secretary flours
		Overload Hours	
		Regular Hours	
		Overload Hours	
		Regular Hours	
		Overload Hours	
		Regular Hours	
		Overload Hours	
		Regular Hours	
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		Overload Hours	
		Regular Hours	
		Overload Hours	
		Regular Hours	
		Overload Hours	

Totals

Secretary Initials	
Principal Signature _	

MINUTE CONVERSION CHART			
15 minutes	0.25		
30 minutes	0.50		
45 minutes	0.75		