TIME SH	HEET FO	R SU	BST	ITUT	ΈO	R E	MPL	OYE	EEXTRA HOURS - Riverview School District #407	Month	Year	
Substitute or Employee Signature (In Ink)								ature	In Ink) Principal or Program Mana,	iger Signature	Date	
LAST NAME - Print									FIRST NAME - Print			
									TO BE COMPLETED BY THE BUILDING/ PROGRAM SECRE	TARY OR PROGRAM	ASSISTANT	
Date Worked	Hours Worked	ILL F/P	JURY DUTY	PERS. LEAVE	BRVMT.	ON JOB INJURY	UNION BUS.	OPEN JOB	Description of Work		Account Code	
				District					Program or Building Paid Time			
Total Hours Worked		For regular employees: submit to payroll at the end of the month for payment the following month. For substitutes: record time worked from the 1st through the 15th of any month and submit to payroll within 3 working days of the 15th of that month for payment at the										
		end of the month. Record time worked from the 16th through the end of the month and submit timesheet to payroll within 3 working days of the end of the month payment on the fifteenth of the following month										
	Ī	payment on the fifteenth of the following month.										