

ALMONT COMMUNITY SCHOOLS  
TIME SHEET

Last Name	First Name	Employee#	Class Code	Title	Pay Code	Pay Rate	Budget Unit	Account
			2020	Teacher Sub	260	\$ 25.00	see below	see below

School: \_\_\_\_\_ Pay Period: from \_\_\_\_\_ to \_\_\_\_\_ Pay Date: \_\_\_\_\_ Multiple Time Sheets: \_\_\_\_\_ of \_\_\_\_\_

Day	Date	Time In	Time Out	Total Hrs	Name of Teacher Subbed for	Budget Unit (Teacher subbed for/grant /Meeting)	Account (1870)	REMARKS (type of meeting/pd by ISD)
				Total				

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE