MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT
REGULAR/SUBSTITUTE TIME SHEET

Print Name:			Empl ID#:		Date		
							PayTime
Employee Signature			Supervisor Signature				CompTime

Employee Use				Payroll Use Only		Office Use Only (Site Secretary/Site Lead)				
DATE	HOURS WORKED			REGULAR HOURS WORKED	OVERTIME HOURS WORKED	SITE WORKED	POSITION WORKED	SUBBED FOR	OBJECT TO CHARGE	Site Apv Sec/Lead Initials
Mo/Day	Begin	Lunch	End							

Payroll Used Only TOTAL HOURS:	Reg:	x Rate $	=
Date Paid: _____/_____/_____	OT:	x Rate $	=