



SOUTHERN PLAINS EDUCATION COOPERATIVE

1200 N. Park St. * Fairmont, MN 56031
 Phone (507) 238-1472 * Fax (507) 238-2361

TIME SHEET 2021-2022

SEND TO JUDY BERKLAND BY THE LAST DAY OF EACH MONTH

NAME _____ BUILDING _____

POSITION _____ OVERTIME: Yes No

PAY CODE _____ RATE OF PAY _____

SUBSTITUTING FOR _____ (7:45) (3:15) (1.5 OR 1 HR 30 MIN)

MO/DAY/YR	DESCRIPTION	STAFF REPLACING	START	END TIME	HRS/MINS
	<i>For Office Use Only</i>	TOTAL HOURS			
TOTAL HRS					
TOTAL	\$				

EMPLOYEE SIGNATURE _____ DATE _____

PRINT NAME _____

CASE MANAGER/BUILDING ADMINISTRATOR'S INITIALS (PARAS ONLY) _____

DIRECTOR'S SIGNATURE _____ DATE _____