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

SUMMER SCHOOL TIME SHEET 2022

RETURN TO Judy Berkland BY THE 5th OF EACH MONTH

BUILDING _____ **REGULAR PAY CODE** _____

NAME _____ **SUBSTITUTE PAY CODE** _____

POSITION _____ **OVERTIME:** Yes No **RATE OF PAY $**_____

SUBBING FOR _____

(1 hr. 15 or 1.25)

MO/DAY/YR	DESCRIPTION	STAFF REPLACING	START TIME	END TIME	HRS/MINS
				TOTAL HOURS	

EMPLOYEE SIGNATURE _____ **DATE** _____

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

DIRECTOR'S SIGNATURE _____ **DATE**_____

FOR OFFICE USE ONLY
TOTAL HOURS
AMOUNT $