



201 East 3rd St. * Fairmont, MN 56031
 Phone (507) 239-1472 * Fax (507) 238-2361

SUMMER SCHOOL TIME SHEET 2019
RETURN TO Dawn Becker 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 \$