



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

**SUMMER SCHOOL TIME SHEET 2021**  
*RETURN TO Judy Berkland BY THE 5<sup>th</sup> 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
				<b>TOTAL HOURS</b>	

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

DIRECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY
TOTAL HOURS
AMOUNT \$