



# SOUTHERN PLAINS EDUCATION COOPERATIVE

201 East 3<sup>rd</sup> St. \* Fairmont, MN 56031  
Phone (507) 238-1472 \* Fax (507) 238-2361

## TIME SHEET 2018-2019

SEND TO DAWN BECKER 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
<b>TOTAL HOURS</b>					
<i>For Office Use Only</i>					
<b>TOTAL HRS</b>					
<b>TOTAL</b>	\$				

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

PRINT NAME \_\_\_\_\_

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

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