

SOUTHERN PLAINS EDUCATION COOPERATIVE

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Time Sheet 2024-2025

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 TIME	END TIME	HRS/MINS
TOTAL HOURS					
TOTAL HRS					
TOTAL	\$				

EMPLOYEE SIGNATURE _____ DATE _____

PRINT NAME _____

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

DIRECTOR'S SIGNATURE _____ DATE _____