**Name**:       **Building**:  CO  PI  VV  PV  HS  DO

**Employee**  **Substitute**  **Phone Number:**

**Payroll Period:**  **A – 9th through 23rd** **Month & Year**

**B – 24th through 8th Month & Year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | Start Time | Finish Time | Time Total | Reason for Working |
| ***P***  ***A***  ***Y***  ***P***  ***E***  ***R***  ***I***  ***O***  ***D***  ***A*** | 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |
| 21 |  |  |  |  |
| 22 |  |  |  |  |
| 23 |  |  |  |  |
| ***P***  ***A***  ***Y***  ***P***  ***E***  ***R***  ***I***  ***O***  ***D***  ***B*** | 24 |  |  |  |  |
| 25 |  |  |  |  |
| 26 |  |  |  |  |
| 27 |  |  |  |  |
| 28 |  |  |  |  |
| 29 |  |  |  |  |
| 30 |  |  |  |  |
| 31 |  |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| ***Total Hours this Pay Period*** | | | | 0 | To automatically calculate, highlight field, right click and choose "Update Field"  Enter "0" for any blank box between entry dates |

Employee Signature Date

Supervisor Signature Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***PAYROLL USE ONLY*** | | | | | |
| Hourly Rate | $ | Total Pay | $ | Code |  |
|  |  |  |  |  |  |