EAST CHINA SCHOOL DISTRICT
2017-18 SUBSTITUTE CUSTODIAN TIME SHEET

See reference sheet below for pay date, PP assoc with date

2017-18 Timesheet Due Dates			
9/11/2017	12/11/2017	3/9/2018	6/11/2018
9/25/2017	12/22/2017	3/26/2018	6/25/2018
10/9/2017	1/9/2018	4/9/2018	7/9/2018
10/24/2017	1/24/2018	4/24/2018	7/24/2018
11/9/2017	2/9/2018	5/9/2018	8/9/2018
11/22/2017	2/26/2018	5/24/2018	8/24/2018

Substitute Name (Printed)

Emp ID **Dept**

IMPORTANT

Time sheets are due in the Business Office on the dates listed above.
Time sheet pay periods are the 9th through the 23rd and the 24th through the 8th.
Do not include multiple pay periods on the same time sheet.

DAY *(M,T,W,TH,F)*	DATE SUBSTITUTED	SCHOOL	HOURS WORKED	SUBSTITUTE FOR *(You must complete this area)*	BUILDING APPROVAL
140 Hour Code		**Total Hours**			

Acct # 1 261 XX 0000 1642

Form F1000-02
Revised: 09/01/2017 jms

Substitute Signature