

Barnet \_\_\_\_ Cabot \_\_\_\_ CCSU \_\_\_\_ Danville \_\_\_\_ Peacham \_\_\_\_ Twinfield \_\_\_\_ Walden \_\_\_\_ Waterford \_\_\_\_

Name of Staff/Substitute \_\_\_\_\_

Week # 1 Ending Date \_\_\_\_\_

	Hours Worked	Hours	Extra Hrs	Substitute For:	LSB	Spec Ed
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Week 1						

Week # 2 Ending Date \_\_\_\_\_

	Hours Worked	Hours	Extra Hrs	Substitute For:	LSB	Spec Ed
Monday	Monday					
Tuesday	Tuesday					
Wednesday	Wednesday					
Thursday	Thursday					
Friday	Friday					
Week 2						

**TOTAL HOURS FOR PAY PERIOD** **EXTRA HOURS WORKED OVER CONTRACT**

Please note that any extra hours over your contract need to be written in the extra hours box to be processed  
 Substitutes need to list who they subbed for. If it is not filled in, we will assume it was for a para vs a teacher  
 ALL Timesheets need to be filled out and totalled properly

Staff/Substitute Signature: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

