

INDIVIDUAL TIME and ATTENDANCE REPORT

Alpine School District

Payroll Month _____

Name _____

Soc. Sec. # _____

Job Code _____

Location _____

Hrs./Days _____ Account Number _____ Reg. Time _____ X _____ per _____ = _____

Hrs./Days _____ Account Number _____ Over Time _____ X _____ per _____ = _____

Hrs./Days _____ Account Number _____ Employee Signature: _____ Date _____

Approval Signature: _____ Date _____

WK. BEG. _____

WK. BEG. _____

WK. BEG. _____

WK. BEG. _____

WK. BEG. _____

WK. BEG. _____			WK. BEG. _____			WK. BEG. _____			WK. BEG. _____			WK. BEG. _____		
Days	Hrs./Days	Name of person substi. for:	Days	Hrs./Days	Name of person substi. for:	Days	Hrs./Days	Name of person substi. for:	Days	Hrs./Days	Name of person substi. for:	Days	Hrs./Days	Name of person substi. for:
Sat.			Sat.			Sat.			Sat.			Sat.		
Sun.			Sun.			Sun.			Sun.			Sun.		
Mon.			Mon.			Mon.			Mon.			Mon.		
Tues.			Tues.			Tues.			Tues.			Tues.		
Wed.			Wed.			Wed.			Wed.			Wed.		
Thur.			Thur.			Thur.			Thur.			Thur.		
Fri.			Fri.			Fri.			Fri.			Fri.		

_____ + _____ + _____ + _____ + _____ = TOTAL
 SUB-TOTAL SUB-TOTAL SUB-TOTAL SUB-TOTAL SUB-TOTAL

* Substitute teachers enter the number of DAYS worked; all others enter the number of HOURS worked.

 HRS./DAYS