Arcadia Local School District **Print Name:**_____

PAYROLL TIMESHEET

A - Substitute for: (check only one) Use a separate sheet for EACH job.

_____ Study Hall Monitor
_____ Bus Driver
_____ Custodian
_____ Secretary
_____ Lunch Monitor
_____ Bus Monitor
_____ Safety Patrol
_____ Classroom Aide
_____ Cook
_____ Cashier
_____ Other (explain):

B - Hourly Workers: (check only one) Use a separate sheet for EACH job.

_____ Lunch Monitor
_____ Safety Patrol
_____ Cook
_____ Bus Monitor
_____ Custodian
_____ Study Hall Monitor
_____ Classroom Aide
_____ Cashier
_____ Other (explain):

Date	*Details of Service* *A-* **Substitute:** *Substituting for who* ***&*** *To - From hrs.* B**- Hourly Workers:** *To - From hrs. (example: 10am - 2pm)*	*A- Total #* **hours worked** B- Total # regular hours worked **Overtime hours worked**

Date:_____ **Signature**_____

Supervisor initials_____