

**Mill Valley School District  
Employee/Substitute Timesheet  
Extra/Sub Hours Worked**

<b>Name:</b> Mill Valley	<b>Normal Work Hours:</b> 8:00am - 12:00pm
<b>Regular Position:</b> Payroll Specialist	<b>School/Department:</b> District Office
<b>Rate of Pay:</b>	<b>Pay Period (Month/Year):</b> November 2019

DATE	NORMAL HOURS	PRE-APPROVED EXTRA/OVER TIME WORKED				ACTIVITY WORKED:	EXTRA HOURS WORKED
		TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	SUB FOR (NAME) OR OPEN POSITION OR EXTRA	
1							
2							
3							
4							
5							
6							
7							
8	8:00am-12:00pm	12:30 pm			4:30 pm	Vacancy	4
9							
10							
11							
12	8:00am-12:00pm	7:30 am			8:00 am	SmartFind Express Phone Support	.5
13							
14							
15							
16							
17							
18	8:00am-12:00pm	1:00 pm			3:00 pm	Sub Inst Asst - SpEd @ Edna Maguire	2
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>TOTAL EXTRA HOURS WORKED</b>							6.50

SAMPLE

*To receive a check on the mid-month payroll, this form must be submitted to Payroll at the District Office no later than the 1st day of the month after you worked.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Supervisor

Account Code: \_\_\_\_\_