Substitute/Temporary Worker Time Sheet

Payroll Department
Matanuska Susitna Borough School District
501 N. Gulkana
Palmer, AK 99645
(907) 761-4357 Option 3

Submit any time worked to site/department Administrative Secretary to enter in Absence Management. It is the responsibility of the site/department to enter their own time.

Employee Name: Employee ID:

Location Code:

Pay Period Start Date: Pay Period End Date:

Date	Start Time	End Time	Hours	Substituted for Name/Position *(add comments as necessary)*

Total Hours:

My signature certifies that the additional time recorded on this sheet is correct.

Employee Signature Date

Supervisor Signature Date