

# Orange Board of Education

## EMPLOYEE CLASSROOM TIMESHEET

EMPLOYEE NAME \_\_\_\_\_

SCHOOL LOCATION \_\_\_\_\_

PayPeriod Start Date \_\_\_\_\_ PayPeriod End Date \_\_\_\_\_

|                                  |      | A          | B        | C                            | HOURS Worked As A Substitute/Other Position |                      |                           |                             |                                |                   | D                            |
|----------------------------------|------|------------|----------|------------------------------|---|----------------------|---------------------------|-----------------------------|--------------------------------|-------------------|------------------------------|
| DAY                              | DATE | START Time | END Time | REGULAR Position HOURS       | Teacher Substitute                          | Para/RBT Substitute  | Classroom Aide Substitute | School Off AA/OA Substitute | Café or Recess Substitute      | Other             | Total of Regular + Sub Hours |
| Monday                           |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Tuesday                          |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Wednesday                        |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Thursday                         |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Friday                           |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
|                                  |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Monday                           |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Tuesday                          |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Wednesday                        |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Thursday                         |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
| Friday                           |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |
|                                  |      |            |          | Total Hours REGULAR Position | Total Hours TEACHER Sub                     | Total Hours PARA Sub | Total Hours CLASSAIDE Sub | Total Hours SCHOLOFF Sub    | Total Hours CAFÉ OR RECESS Sub | Total OTHER Hours | Timesheet Total Hours        |
| AA INITIALS TOTALS ARE CONFIRMED |      |            |          |                              |   |                      |                           |                             |                                |                   |                              |

EMPLOYEE \_\_\_\_\_ PRINCIPAL \_\_\_\_\_