

**GRAND VALLEY LOCAL SCHOOLS
TEACHER COVERING FOR ANOTHER TEACHER GVHS/GVMS
TIME SHEET**

This completed form is to be given to each building secretary to be attached to payroll absentee report. Please use one space for each day. You must write down your starting time and ending time.

Employee Name: _____

Employee #: _____

GRADE	DATE	PERIOD NUMBER	NAME OF TEACHER COVERING FOR

TOTAL NUMBER OF PERIODS COVERED: _____

PRINCIPAL: _____

BUILDING: _____

FOR OFFICE USE ONLY:

EMPLOYEE #: _____

SERVICE CREDIT: _____

PER PERIOD RATE: \$ _____

APPROPRIATION/JOB #: _____

TOTAL EARNED: \$ _____

PAY PERIOD: _____