

**Please Print on
Purple Paper**



NORTH SALEM

CENTRAL SCHOOL DISTRICT
230 June Road North Salem, New York 10560
(914) 669-5414 Fax (914) 669-5414

Dr. Adam VanDerStuyf
Acting Superintendent

Lindsay Eidel
Assistant Superintendent of Business & Operations

Use for hourly and per diem work.
To be submitted weekly

Employee Name

Date

Date	Time In	Lunch Out/In	Time Out	Description of work Name of Event Teacher subbed for	Total hours/ % of time	Budget Code
				Total Hours/% of Time		

I hereby certify that 100% of my time and effort was spent on this work
Signature of Staff Member

Date:

Signature of Supervisor/Principal

Date: