

Substitute Name:

2020-2021 Media Clerk Substitute Timecard




You cannot work more than 29 hours in any week.

Write school name and hours worked on each day that you work, then have school supervisor initial hours worked.

M	T	W	Th	F	Total	M	T	W	Th	F	Total	M	T	W	Th	F	Total	Total Hours	Initials
August						August													
Aug. 3	4	5	6	7		Aug. 10	11	12	13	14									
August						August													
Aug. 17	18-Jan	19-Jan	20-Jan	21-Jan		Aug. 24	25	26	27	28									
September						September													
Aug. 31	Sep. 1	2	3	4		Sep. 7	8	9	10	11									
September						September													
Sep. 14	15	16	17	18		Sep. 21	22	23	24	25									
September						October													
Sep. 28	29	30	Oct. 1	2		Oct. 5	6	7	8	9									
October						October													
Oct. 12	13	14	15	16		Oct. 19	20	21	22	23									
October						November													
Oct. 26	27	28	29	30		Nov. 2	3	4	5	6									
November						November													
Nov. 9	10	11	12	13		Nov. 16	17	18	19	20									
November						December													
Nov. 23	24	25	26	27		Nov. 30	Dec. 1	2	3	4									
December						December													
Dec. 7	8	9	10	11		Dec. 14	15	16	17	18									

At the end of each pay period, initial the total hours worked for that period and send timecard to Trinda: email tburdett@graniteschools.org or fax 385-646-4115

 = Schools closed; cannot work on these days

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M	T	W	Th	F	Total	M	T	W	Th	F	Total	M	T	W	Th	F	Total	Total Hours	Initials
December						January													
Dec. 28	29	30	31	Jan. 1		Jan. 4	5	6	7	8									
January						January						January							
Jan. 11	12	13	14	15		Jan. 18	19	20	21	22		Jan. 25	26	27	28	29			
February						February													
Feb. 1	2	3	4	5		Feb. 8	9	10	11	12									
February						February						February							
Feb. 15	16	17	18	19		Feb. 22	23	24	25	26									
March						March													
Mar. 1	2	3	4	5		Mar. 8	9	10	11	12									
March						March						March							
Mar. 15	16	17	18	19		Mar. 22	23	24	25	26									
March						April													
Mar. 29	30	31	Apr. 1	2		Apr. 5	6	7	8	9									
April						April						April							
Apr. 12	13	14	15	16		Apr. 19	20	21	22	23									
April						May						May							
Apr. 26	27	28	29	30		May 3	4	5	6	7		May 10	11	12	13	14			
May						May													
May 17	18	19	20	21		May 24	25	26	27	28									
June						June						June							
May 31	Jun. 1	2	3	4		Jun. 7	8-Jan	9-Jan	10-Jan	11-Jan									

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