

# CLASSIFIED- SUBSTITUTE TIME REPORT

**DURANGO SCHOOL DISTRICT**  
 201 E. 12<sup>th</sup> St. Durango, CO. 81301 Telephone 247-5411

**PLEASE FILL ALL INFORMATION OUT AND TURN IN TO PAYROLL. PLEASE CHECK THE PAYROLL CALENDAR FOR THE CORRECT TURN IN DATE. CALENDARS ARE AVAILABLE IN HUMAN RESOURCES**

NAME \_\_\_\_\_ PAY PERIOD 16<sup>th</sup>, of \_\_\_\_\_ to 15<sup>th</sup> of \_\_\_\_\_ 200\_\_  
 (Please Print Name)

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ SS# \_\_\_\_\_

| Date<br>M/D/Y | School | Substitute for | Position | Hours<br>Worked | Principal Signature |
|---------------|--------|----------------|----------|-----------------|---------------------|
| M-            |        |                |          |                 |                     |
| T-            |        |                |          |                 |                     |
| W-            |        |                |          |                 |                     |
| TH-           |        |                |          |                 |                     |
| F-            |        |                |          |                 |                     |
| M-            |        |                |          |                 |                     |
| T-            |        |                |          |                 |                     |
| W-            |        |                |          |                 |                     |
| TH-           |        |                |          |                 |                     |
| F-            |        |                |          |                 |                     |
| M-            |        |                |          |                 |                     |
| T-            |        |                |          |                 |                     |
| W-            |        |                |          |                 |                     |
| TH-           |        |                |          |                 |                     |
| F-            |        |                |          |                 |                     |
| M-            |        |                |          |                 |                     |
| T-            |        |                |          |                 |                     |
| W-            |        |                |          |                 |                     |
| TH-           |        |                |          |                 |                     |
| F-            |        |                |          |                 |                     |

Signature of Employee \_\_\_\_\_