**Illini West HSD #307**

**Computer Lab/Study Hall Substitute Time Sheet**

►**Time Sheets must be received in the District Office no later than 9th or 23rd of each month in order to be paid on the 15th or 30th. Those not received by deadline date will roll over into the next payroll period.**

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| ***Teacher’s Name*** | ***Date*** |
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| **Approved By:**  **Signature** | |

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