**Substitute Employee Payroll Voucher**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Regular Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date | From | To | From | To | Hours | Shift | Reason for Absence |
| Mon. |  |  |  |  |  |  |  |  |
| Tues. |  |  |  |  |  |  |  |  |
| Wed. |  |  |  |  |  |  |  |  |
| Thurs. |  |  |  |  |  |  |  |  |
| Fri. |  |  |  |  |  |  |  |  |
| Mon. |  |  |  |  |  |  |  |  |
| Tues. |  |  |  |  |  |  |  |  |
| Wed. |  |  |  |  |  |  |  |  |
| Thurs. |  |  |  |  |  |  |  |  |
| Fri. |  |  |  |  |  |  |  |  |
|  |  |  |  | Totals |  |  |  |  |

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_