**GLEN COUNTY OFFICE OF EDUCATION**  
**SUBSTITUTE CLASSIFIED TIME SHEET (PRINT ON BLUE PAPER ONLY)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Days Worked (mark “X”)</th>
<th>Hours Worked (write # of hrs.)</th>
<th>POSITION AND EMPLOYEE SUBBING FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Check One

- **N/A** End of the Month
- **X** 10th of the Month

**Month** | **Timesheet Period**

- **July**    | July 1-31
- **August**  | August 1-31
- **Sept**    | September 1-30
- **Oct**     | October 1-31
- **Nov**     | November 1-30
- **Dec**     | December 1-31
- **Jan**     | January 1-31
- **Feb**     | February 1-29
- **March**   | March 1-31
- **April**   | April 1-30
- **May**     | May 1-31
- **June**    | June 1-30

**FOR OFFICE USE ONLY**

**Employee**  
**Supervisor (if applicable)**

**Department Head (if applicable)**

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Revised 06/2023