### Pennsylvania Conference of Seventh-day Adventists

**SUBSTITUTE & HOURLY TIME SHEET**

720 Museum Road, Reading, PA  19611

**DUE DATE: THE 16TH OF EACH MONTH**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>16th</th>
<th>to</th>
<th>15, 20___</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**This Employee is Funded by:**

- **Position Title:**

<table>
<thead>
<tr>
<th>DAY</th>
<th>START TIME</th>
<th>END TIME</th>
<th>LUNCH</th>
<th>Start Time</th>
<th>End Time</th>
<th>Regular Hours + Holiday Hours or Substitution Day</th>
<th>Paid Leave/Extended Sick Hours</th>
<th>Misc Expenses/Comments/Substituted For</th>
</tr>
</thead>
<tbody>
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**DAYS 16 to 31**

|     |            |          |       |            |          |                                                   |                                   |                                        |
|     |            |          |       |            |          |                                                   |                                   |                                        |

**TOTALS**

**EMPLOYEE’S ID #**

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**Employee Signature**

- **Regular + Holiday Hours:** 10/10100
- **Overtime Hours:** 11/10101
- **Paid Leave Hours:** 12&13/10110
- **Extended Sick Hours:** 14/10106

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**Supervisor Signature**

- **Salary:** 20/10000
- **Special Mileage:** 29/11200
- **Advance:** 50/33000

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**Treasury Department Signature**

- **Bill the Local Entity:** %
- **Conference Pays:** %
- **Hourly Rate Per Hour:** $
- **Substitute Rate:** $

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**Notes:**

- **Remember, this is a time sensitive report. Mail or Email IMMEDIATELY!!!**
- **Scan or Fax copies of receipts.**

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