

Lebanon School District  
Daily Substitute Teacher Payroll Report  
For School Day \_\_\_\_\_ (date)

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

School Working in: \_\_\_\_\_

Teacher Substituting for: \_\_\_\_\_

Signature: \_\_\_\_\_

Starting & Ending Hours

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

In order to ensure accuracy, use this form to keep track of your hours, and return to the school building secretary at the end of each day worked. Building secretaries will submit all completed time sheets in a timely manner with all other payroll based on District adopted payroll schedule. Paychecks will be mailed to your home address.

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