

**CLERMONT COUNTY EDUCATIONAL SERVICE CENTER  
SUBSTITUTE TIME SHEET**

<b>Name:</b>
<b>SS# XXX-XX-</b>
<b>Address:</b>
<b>Telephone#</b>

Check the appropriate box:      Teacher  Aide/Attendant   
    Secretary  Interpreter

Date	Employee you are substituting for	In time	Out time	* Total hours

\* All substitute Aides/Attendants and Interpreters working a full day are required to take a 1/2 hour lunch. This is an unpaid lunch and will be deducted from your total hours.

<b>Principal Signature</b> _____	<b>Date</b> _____
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<b>CCESC PAYDATES 2018-19</b>	
Payroll dates	Time sheet due dates
Wednesday, August 15, 2018	Friday, August 10, 2018
Thursday, August 30, 2018	Friday, August 24, 2018
Friday, September 14, 2018	Friday, September 7, 2018
Friday, September 28, 2018	Friday, September 21, 2018
Monday, October 15, 2018	Monday, October 8, 2018
Tuesday, October 30, 2018	Tuesday, October 23, 2018
Thursday, November 15, 2018	Friday, November 9, 2018
Friday, November 30, 2018	Wednesday, November 21, 2018
Friday, December 14, 2018	Friday, December 7, 2018
Friday, December 28, 2018	Friday, December 21, 2018
Tuesday, January 15, 2019	Tuesday, January 8, 2019
Wednesday, January 30, 2019	Friday, January 25, 2019
Friday, February 15, 2019	Friday, February 8, 2019
Thursday, February 28, 2019	Friday, February 22, 2019
Friday, March 15, 2019	Friday, March 8, 2019
Friday, March 29, 2019	Friday, March 22, 2019
Monday, April 15, 2019	Monday, April 8, 2019
Tuesday, April 30, 2019	Tuesday, April 23, 2019
Wednesday, May 15, 2019	Wednesday, May 8, 2019
Thursday, May 30, 2019	Friday, May 24, 2019
Friday, June 14, 2019	Friday, June 7, 2019
Friday, June 28, 2019	Friday, June 21, 2019

Please fax time sheets Attn: Vikki Phillips @ 735-8371
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