

**MORGAN COUNTY SCHOOLS  
TIMESHEET  
COVERAGE FOR ABSENT EMPLOYEE**

ABSENT EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

COVERING EMPLOYEE NAME	COVERING EMPLOYEE ID#	MINUTES	TOTAL PAY
	958-00-		
	958-00-		
	958-00-		
	958-00-		
	958-00-		
	958-00-		
	958-00-		
	958-00-		
	958-00-		
	958-00-		

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

**RATE OF PAY:**

**30 minutes = \$10.00**

**45 minutes = \$15.00**

**90 minutes = \$25.00**

Any minutes between the increments will be paid at \$.30 (thirty cents) per minute.  
Example: 35 minutes: 30 min@\$10.00 + 5 min. @ .30 = \$11.50