



EAGLEWINGS ALLIED HEALTH STAFFING AGENCY

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SUBSTITUTE AIDE — WEEKLY TIMESHEET & DAILY ATTESTATION FORM

INSTRUCTIONS — SUBSTITUTE AIDES: For aides working at more than one school in the same work week. Record the school for EACH day below. Clock in/out on the agency's time-clock system at each school — not from home or on your way to work. For every day worked, the classroom teacher must initial and an authorized school signer must sign in Section 2.

1. AIDE INFORMATION

Aide Full Name

2. DAILY ATTENDANCE RECORD — RECORD THE SCHOOL FOR EACH DAY

INTEGRITY RULE: Pre-filling this timesheet is prohibited. Clock-in and clock-out times must reflect your actual arrival and departure at that day's school, NOT the school's bell schedule. Recording bell times is treated as falsification of records. If reassigned mid-day, list each school on a separate line.

Day	Date	School Name	Student Name	Student Grade	Clock In	Clock Out	Break (Y/N)	Classroom Teacher Name	Teacher Initial	Authorized Signature
MON										
TUE										
WED										
THUR										
FRI										

3. IMPORTANT EMPLOYEE NOTICE

NO WHITE-OUT. Strike the error with one line, write the correction next to it, and have the signer initial it. The school board rejects forms with white-out or alterations.

ONE FORM PER WEEK — ALL SCHOOLS ON ONE SHEET. All schools go on this one sheet — do not submit a separate timesheet per school.

NO SIGNED TIMESHEET = NO PAYCHECK. Any day missing the teacher's initial or the authorized signature will not be paid that cycle. Time-clock records alone are not sufficient. Submitting the timesheet is YOUR responsibility.

DEADLINE: TUESDAY 12:00 PM. Submit signed timesheets by 12:00 PM Tuesday of the week after your work week. Late submissions roll to the NEXT pay cycle — not the current one.