1936 Carlotta Dr., Wing B
Concord, CA 94519
(925) 682-8000, ext. 4201

SUBSTITUTE TEACHER'S TIME REPORT

❑ **Retiree**
Please CHECK if retired.

Employee ID # ______________________
Required on all timesheets (found on Check/Direct Deposit Advice)

Pay Period Ending ______________________ (MM/DD/YY)

Name ______________________ (Last) (First) (Middle Initial)

(PLEASE PRINT ALL INFORMATION)

Payroll period ends on the 20th day of the month. Please submit to Payroll Dept. on the 21st

DATE	SCHOOL	JOB NUMBER	SUBSTITUTED FOR	ENTER AMOUNT FULL	ENTER AMOUNT HALF	PRINCIPAL'S SIGNATURE
			TOTAL			

PLEASE HIGHLIGHT IF YOU ARE WORKING AT ANY OF THE FOLLOWING SCHOOLS.

Elementary: Bel Air, Cambridge, Fair Oaks, Meadow Homes, Rio Vista, Shore Acres, Sunrise, Ygnacio Valley

Middle: Glenbrook, Oak Grove, Riverview

High: Mt. Diablo, Ygnacio Valley

FULL = FULL DAY

HALF = HALF DAY

ELEMENTARY SCHOOL
3½ hours = ½ day

MIDDLE SCHOOL
3½ hours = ½ day

HIGH SCHOOL
3 hours 40 minutes = ½ day

No substitute will be paid in excess of "Full Day" per day unless approved by Personnel Director. You are expected to remain at the site for the full period to which you were assigned.

EMPLOYEE'S SIGNATURE ______________________ DATE ____________

Time	Hour Code	Rate of Pay	Expense Code
			000.5053.10.1150
			000.5053.10.1150