EXETER UNIFIED SCHOOL DISTRICT

SUBSTITUTE TEACHER TIME CARD

PAY PERIOD RUNS FROM 1ST-31ST OF EACH MONTH

Name: _____ Month From: _____ To: _____ Yr: _____

Last 4 of SS#: _____

Date	Teacher's Name	Full(1) or 1/2 Day	Site # (Please See Legend)	OFFICE USE ONLY: Absence Code	OFFICE USE ONLY: Program to Charge
					X =
					X =
					X =
					X =
					X =
					X =
					X =
					TOTAL DAYS | AMOUNT | TOTAL
					X =

Signature: _____ Date: _____

Legend:

Sites: **2**-Lincoln, **3**-Rocky Hill, **4**-Wilson, **5**-Exeter High, **6**-Alt Ed/Kaweah

TIME CARDS MUST BE TURNED INTO THE DISTRICT OFFICE NO LATER THAN THE LAST WORKING DAY OF EACH MONTH UNLESS NOTIFIED OTHERWISE.