

SUBSTITUTE TEACHER TIME SHEET
PLEASE BE SURE TO PRINT & SIGN IN INK

Union School District
 5175 Union Ave.
 San Jose, Calif. 95124-5497
 408-377-8010

Green Sheet

Last Name First Name SS# (Last Four Digits Only) Week Ending

Day/Wk	Date	Time	Site	Substitute for Teacher Name	Job #	Reason	Budget Number	Substitute's Signature/Date
Mon		A.M.						
Mon		P.M.						
Tues		A.M.						
Tues		P.M.						
Wed		A.M.						
Wed		P.M.						
Thurs		A.M.						
Thurs		P.M.						
Fri		A.M.						
Fri		P.M.						

Sub Instructions: Please be sure to fill in ALL areas (except Budget Number, Admin Approval and Amount)

Note: Time sheets **must** be submitted weekly to the site secretary for principal approval, processing and payment. Please **circle time** (AM / PM) indicating the shift worked daily. Time sheets **must** be received in the Payroll department weekly (see Substitute Pay Calendar). If the timesheet is received after the payroll deadline, payment will appear on the following month's check.

PRINCIPAL'S APPROVAL

EXTENSION (PAYROLL DEPT ONLY)

TOTAL DAYS WORKED: _____

SUB/ RETIREE RATE: _____

TOTAL DUE: _____

Site Instructions:

Please be sure that *date*, *time* (circled), *site*, *teacher's name*, *reason*, *job #* and *approval* are included before sending to payroll. A request for leave form **MUST** be submitted by the absent employee and either accompany the sub timesheet or be received in payroll prior to the sub timesheet.

All subs will be paid on the tenth of the month.
 Sub hours are 6.5 for normal work day.