

Lodi Unified School District

SUBSTITUTE MONTHLY PAYROLL TIMECARD

Substitute's Name (Please print) _____

Employee Id # _____

From: _____ To: _____

Site _____

Dates Taught	Total Days	Absent Teacher	Tr	Code #	Budget Code

CODES

Bereavement	2	Release Duty	15
CPI	4	School Business	16
Jury Duty	8	Unpaid	17
Maternity Leave	9	Other	19
Illness/Medical	10	Vacation	20
Military	12	Vacancy	28
Personal Necessity	14		

Substitute's Signature _____

Site Administrator's Signature _____

RETURN TO PAYROLL BY THE 5TH OF EACH MONTH
(PRINT ON GOLDENROD PAPER)