

Wiseburn Unified School District - Certificated Substitute Time Card

Name (please PRINT) _____ Month of _____ Year of _____

Instructions: Submit **COMPLETED** and **SIGNED** original time card to Wiseburn USD Payroll Dept at 201 N Douglas St, El Segundo, CA 90245.
 Timesheets are due on the last working day of each month. **Late or incomplete time cards will not be processed until the following month.**

Date	School	Substituting for	Abs Code	Time In	Time Out	Full Day	Half Day	30 Digit Budget Number	Admin Signature
If School Business, state specifics:									
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If School Business, state specifics:									
If School Business, state specifics:									

Substitute Signature: _____

Please remember to sign. It is the substitute teacher's responsibility to submit this form on or before the due date.

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