

**VICTOR VALLEY UNION HIGH SCHOOL DISTRICT Certified
Substitute and Hourly Employee Timesheet (Yellow Paper)
REPORT OF SUBSTITUTE AND HOURLY TIME**

For the period of _____ 23, to _____ 22, 20_____ _____
Month Month Name

XXX-XX _____
(MUST have Last 4 SS # entered
before paperwork can be processed)

Reason *: I (Illness), PN (Personal Necessity), JD (Jury Duty), SB (School Business), DB (District Business), C (Conference), UN (Union Business)

DATE	TIME IN	TIME OUT	TOTAL HRS	SUBSTITUTED FOR	REASON *	BUDGET	SITE	ADMIN INITIAL

I hereby certify that I have performed the duties as reported hereon, and this timesheet is true, correct and complete. I acknowledge it is MY responsibility to make certain my timesheet is in the District Office Payroll Department **NO LATER THAN 4:00 p.m. ON THE 23rd OF THE MONTH.** The working period is the **23rd to the 22nd** of each month. I understand if my time sheet does not meet the 23rd of the month deadline, my paycheck will be delayed until the following month.

Signature of Substitute / Hourly Employee

HOURS	RATE	ACCOUNT DISTRIBUTION (District Use Only)