

**VICTOR VALLEY UNION HIGH SCHOOL DISTRICT  
Classified Substitute and Hourly Employee Timesheet (Pink 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 23<sup>rd</sup> 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)