Revised 2019-20

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
15959 East Gale Ave., City of Industry, CA 91716 -- Payroll Department – (626) 933-3871

CLASSIFIED SUBSTITUTE HOURLY TIMESHEET

Each Month Must be on Separate Timesheets!!

_____ PRINT NAME (Last, First)

_____ Full SS#/EID# **(Required)**

_____ MONTH-YEAR

_____ CLASSIFICATION **(Required)**

Refer to Payroll Schedule for timesheet due dates. SACS code and Job # are REQUIRED from each site. Please see site administrator for SACS code.

EMPLOYEE IS RESPONSIBLE FOR PROVIDING ORIGINAL TIMESHEET TO PAYROLL DEPARTMENT

DATE	Start Time	End Time	Total Hours	Job #	Work Site	SACS Code (REQUIRED)	Substituting For:	Approved By:

Total Hours _____

EMPLOYEE'S SIGNATURE_____
(REQUIRED)

Form #1014 (Rev 07/19)