

# CHIMACUM SCHOOL DISTRICT

## Substitute Timesheet

Pay period: 1st to the last working day of each month. Only record days worked during the same pay period per timesheet.  
Timesheet must be turned in to the District Office by the 1st of the month for payment on the last business day of the month.

PRINT NAME: \_\_\_\_\_

Date Worked	Class = Hours Cert = Days (in decimal)	Employee Substituted For	Building Approval	Budget Code					Payroll Only
				Program ie: 0100	Activity ie: 27	Object ie: 2010	Loc ie: 401	%	

Total Hrs	0.00	Payroll Use Only (Do not write in this box)
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<b>Employee Signature:</b> _____	<b>Date:</b> _____
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<b>Budget codes to use for the following absences:</b>	Note: Cert/2xxx - Class/3xxx
Extra Time Worked / Overtime	xxxx - xx - (2006)(3006) - xxx
Sick Leave, Family Illness/Bereavement, Personal/Emergency Leave:	xxxx - xx - (2010)(3010) - xxx
Meetings, Release for Training/In Service (Use Building Code):	xxxx - xx - (2020)(3020) - xxx
Athletics (Games/In Service):	xxxx - 28 - (2020)(3020) - xxx
Grant Funded Activities - Use Grant Coding	ie: 5208 - 27 - (2020)(3020) - xxx

Timesheet must be turned in to the District Office by the **1st** of the month for payment