

# Classified Substitute Timesheet

# CLASS SUB

Last Name <small>(Legal)</small>		First Name <small>(Legal)</small>		Loc. Code	
Position		Month		Year	

Date	Name of employee you subbed for and/or description of time you worked beyond sub hours	Type of work	Subbing Hours	Extra Hours	Account Code
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
<b>Total Hrs</b>					

Employee: I certify that all hours are true and accurate.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Instructions

## Employee

1. A separate monthly timesheet must be filled out for each location at which you substituted during the month.
2. Fill out all employee sections of form.
3. Sign and date.
4. Submit to appropriate person for approval.

## Office Manager

1. Ensure form is filled out completely and correctly.
2. Confirm correct budget number.

**Example Deduct Regular for certificated subbing:** You normally work 5.5 hours/day, and you did not work 1.5 hours of your assignment because you worked 3 hours for Jane Doe (cert staff). Also fill out cert sub timesheet for the subbing.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5	1.5			Did not work 1.5 of my hours b/c I subbed 3 hours for Jane Doe	

**Example Leave Hours:** You normally work 5.5 hours/day, and you did not work 4 hours because you went home sick. See your Collective Bargaining Agreement or Employee Handbook for types of leave available.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5		4		4 hours sick leave	

**Example Extra Hours:** You normally work 5.5 hours/day. You worked your regular hours and additional time subbing and attending a meeting.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5	5.5		2.5	1.5 hours subbing for Jane Doe, 1 hour staff meeting.	

**Example Deduct Regular & Extra Hours:** You normally work 5.5 hours/day, and you did not work any of your hours because you subbed for Jane Doe in their 7 hour position, and you worked 1 extra hour on a pre-approved project.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5	5.5		8	Subbed 7 hours for Jane Doe and 1 extra hour on inventory project	

2023-2024 Payroll Dates			
Cut-off Date	Pay Day	Cut-off Date	Pay Day
Aug 31	Sept 29	Feb 28	Mar 29
Sept 30	Oct 31	Mar 31	Apr 30
Oct 31	Nov 30	Apr 30	May 31
Nov 30	Dec 28	May 31	June 28
Dec 31	Jan 31	June 30	July 31
Jan 31	Feb 29	July 31	Aug 30

Location Codes			
CVES	5015	CKMS	4397
FCES	2222	SMS	2124
NBES	2287	TFMS	5135
OES	4308	MSHS	2850
SES	2288	TRS	1502
TRES	5457	DO	1079
PPP	5296		