

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT SUBSTITUTE INSTRUCTIONAL ASSISTANT RECORD

NAME: _____ EMPLOYEE ID # _____ MONTH/YEAR _____

Date	Site/Loc #	Absent Instructional Assistant	Hours	Approval	Absence Reason	Budget code to be charged
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Employee Signature _____

PHONE # _____

Folsom Cordova Unified School District
1965 Birkmont Drive
Rancho Cordova, CA 95742
Phone: (916) 294-9000

In order to ensure that time sheets are properly prepared, please follow these instructions.

1. All substitutes are responsible for recording their services on the time sheet and making sure it is turned in to the Payroll Department.
2. Each time sheet shall contain the record of only one pay period – from the 16th of one month through the 15th of the following month.
3. **For each day of service, enter the information on the corresponding date. A copy of your monthly AESOP report must be attached as verification of days worked. If not attached payment may be delayed.**
4. Administrative Assistants must record/verify each full day, half day, or hourly assignment and the regular employee's name.
5. The principal/designee is to sign for each day worked at his/her site. If the assignment consists of multiple days at the same site, the principal/designee should sign each line or clearly indicate approval for multiple days. The work site is responsible for approval and assigning budget codes.
6. At the end of the month, the time sheet must be properly signed by the substitute and include the substitute's ID number. Payroll must have original time sheets. **NO FAXES OR COPIES WILL BE ACCEPTED!**
7. Employees should make a copy of the completed time sheet for their records.
8. Substitutes' time sheets may be submitted several ways:

US Mail: FCUSD/Payroll 1965 Birkmont Drive Rancho Cordova, CA 95742	District Mail: Mark envelope: ESC Payroll Dept.	Hand Deliver: Bring to ESC front desk during business hours or place in gray mailbox by the flagpole in front of the ESC building.
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9. Report any changes of address/phone number log on to TalentEd Records (Personnel Folders) click on Blank Docs and complete the 'Address and/or Phone Change'.

**If the time sheet is NOT received by Payroll by the 17th,
there may be a delay in getting paid.**