

# CLASSIFIED SUBSTITUTE TIME SHEET

\*NAME: \_\_\_\_\_

\*Last 4 of SS: \_\_\_\_\_

\*LOCATION: \_\_\_\_\_

\*\*\*One (1) time sheet per location\*\*\*

*Date:	*Position you worked: Please circle ONLY one (1) position.	Was this for an absent employee, a vacancy, or extra work?	Extra Hours Worked	*Resource Code	Job # and Notes:	For D.O. Use ONLY
	Para Proctor Secretary Custodian Clerk Bus Driver PE Attnd. FSW Health Clerk Bus Aide Librarian Security Maintenance Other: _____	absence extra work vacant/open position				
	Para Proctor Secretary Custodian Clerk Bus Driver PE Attnd. FSW Health Clerk Bus Aide Librarian Security Maintenance Other: _____	absence extra work vacant/open position				
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Total Hours: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRICT OFFICE USE ONLY				
RESOURCE	REG. HOURS	REG. RATE	O.T. HOURS	O.T. RATE
1.		\$		\$
2.		\$		\$
3.		\$		\$
4.		\$		\$



# 2024 - 2025

## SUBSTITUTES ONLY

Please **DO NOT** use this form if you're a contract employee

Cycle	Pay Period Start	Pay Period End	DO Cutoff Date	Pay Date
07	June 29, 2024	July 18, 2024	July 24, 2024	August 9, 2024
08	July 19, 2024	August 15, 2024	August 21, 2024	September 9, 2024
09	August 16, 2024	September 17, 2024	September 23, 2024	October 9, 2024
10	September 18, 2024	October 18, 2024	October 24, 2024	November 12, 2024
11	October 19, 2024	November 13, 2024	November 19, 2024	December 9, 2024
12	November 14, 2024	December 16, 2024	December 20, 2024	January 9, 2025
01	December 17, 2024	January 17, 2025	January 23, 2025	February 10, 2025
02	January 18, 2025	February 14, 2025	February 20, 2025	March 10, 2025
03	February 15, 2025	March 18, 2025	March 24, 2025	April 9, 2025
04	March 19, 2025	April 17, 2025	April 23, 2025	May 9, 2025
05	April 18, 2025	May 16, 2025	May 22, 2025	June 9, 2025
06	May 17, 2025	June 17, 2025	June 20, 2025	July 9, 2025
6SL	June 18, 2025	June 28, 2025	July 1, 2025	July 15, 2025

Cultivate  
★  
Creative  
★  
Kindness

**Time Conversion Chart**  
(Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

RS OR BUDGET CODE	Description
0100	S&C - LCAP
0103	Discretionary
3010	Title Improvement
3182	CSI
3312	Disproportionality
5310	CNS
6500	SPED
7810	Early Literacy
2600	Summer School
<b>RS OR BUDGET CODE MUST BE ENTERED BEFORE SUBMITTING TO PAYROLL</b>	
If you are not sure what RS or Budget Code to use please contact your site administrator.	
Payroll is unable to enter time without a RS or Budget Code. If you need further assistance with the full account number after you have obtained a RS or Budget Code, please reach out to <a href="mailto:budgettransfers@aesd.net">budgettransfers@aesd.net</a>	