

SUBSTITUTE TEACHER'S TIME REPORT

Retiree
Please <u>CHECK</u> if retired.

Employee ID #			Pay Period Ending		if retired.
2p.0,00		nesheets (found on Check/Direct Deposit Advice)		(MM/DD/YY)	-
Name	(Last)	(First)		(Middle Initial)	-
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Payroll period ends on the 20 th day of the month. Please submit to Payroll Dept. on the 21 st							
DATE	CCLIOOL	IOD ALLIANDED	CLIDCTIT	TITED FOR		AMOUNT	DDINGIDALIC CICNATURE
DATE	SCHOOL	JOB NUMBER	2082111	UTED FOR	FULL	HALF	PRINCIPAL'S SIGNATURE
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PLEASE HIGHLIGHT IF YOU ARE WORKING AT ANY OF THE FOLLOWING SCHOOLS. Elementary: Bel Air, Cambridge, Delta View, El Monte, Fair Oaks, Meadow Homes, Rio Vista, Shore Acres, Sun Terrace, Wren, Ygnacio Valley Middle: El Dorado, Oak Grove, Riverview High: Diablo Community Day, Mt. Diablo,		FULL = FULL DA		TOTAL			
			OOL	No substitute will be paid in excess of "Full Day" per day unle approved by Personnel Director. You are expected to remain the site for the full period to which you were assigned.			
		3½ hours = ½ day	ļ	EMPLOYEE'S SIGNATURE DATE			
ympic, Ygnaci		HIGH SCHOOL 3 hours 40 minutes					

Special Education: Alliance, Bridge, Shadelands, Robert Shearer

3 hours 40 minutes = ½ day

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Time	Hour Code	Rate of Pay	Expense Code
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