

FOLSOM CORDOVA **SUBSTITUTE CUSTODIAN** TIMESHEET

NAME: \_\_\_\_\_ EMPLOYEE ID # \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_

Date	Site/Loc #	Absent Custodian	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						
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8						
9						
10						
11						
12						
13						
14						
15						

Signature \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

**Any questions can be directed to 916-294-9000 ext 150110 or 150160**

1. All substitutes are responsible for recording their services on the time sheet and making sure it is turned in to the Maintenance & Operations Department c/o Cliff.
2. Each time sheet shall contain the record of only one pay period – from the 16<sup>th</sup> of one month through the 15<sup>th</sup> of the following month.
3. **For each day of service, enter the information on the corresponding date.**
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:

<b>US Mail:</b> FCUSD/Payroll 1965 Birkmont Drive Rancho Cordova, CA 95742	<b>District Mail:</b> Mark envelope: Maintenance & Operations c/o Cliff.	<b>Hand Deliver:</b> Bring to ESC front desk during business hours <b>or</b> place in gray mailbox by the flag pole in front of the ESC building.
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9. Report any changes of address/phone number in writing or email to Ryan Robinson, [rrobinson@fcusd.org](mailto:rrobinson@fcusd.org) in Human Resources.

**If the time sheet is NOT received by Payroll by the 16<sup>th</sup>,  
there may be a delay in getting paid.**