MCSD Classified Substitute Work Report

*** Subbing hours are paid at Step 1 of the job classification (Contracted employees receive Step 1 only for sub hours worked over contract) ***

This report must be submitted no later than the last working day of each calendar month and must be approved by the site administrator or supervisor.

Name ______________________________ **Employee ID # or complete social** ______________________________

For the Month of ______________________________, **20** _____ **School/Site** ______________________________

Job Title ______________________________ **Subbing for** ______________________________

(Noon Supervisor, Sub Cook , Sub Baker, Sub Aide, Sub SDC Aide, Sub OH Aide etc...) **One on one for** ______________________________

Form must be filled out completely. Enter date, start/end times, lunch break, and totals in the appropriate blocks.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HRS
Date						
Start/End Time						
Lunch Break <enter as a -minus>						
Total Hours WORKED						
Date						
Start/End Time						
Lunch Break <enter as a -minus>						
Total Hours WORKED						
Date						
Start/End Time						
Lunch Break <enter as a -minus>						
Total Hours WORKED						
Date						
Start/End Time						
Lunch Break <enter as a -minus>						
Total Hours WORKED						
Date						
Start/End Time						
Lunch Break <enter as a -minus>						
Total Hours WORKED						

Signature of Employee______________________________ Date ______________ TOTAL HOURS ______

Administrator/Supervisor Approval:

Total Hours Approved______________ Rate of Pay ______________

Budget # 13-5310-0-______.00-0000-3700-648-000-000

Signature______________________________ Date______

Administrator/Supervisor

For Payroll use only:

Approved ______________________________

Associate Superintendent, Personnel Services

B-12 July 2018 (white)

(Minutes divided by 60) 5min=.08, 10min =.17, 15min =.25, 20min =.33, 25min =.42, 30min =.50, 35min = .58, 40min = .67, 45min = .75, 50min = .83, 55min = .92