

Classified Substitute Timesheet

CLASS SUB

Last Name (Legal)		First Name (Legal)		Loc. Code	
Position		Month		Year	

Note: 30 minute unpaid lunch for shifts more than 5 hours.

Date	Name of employee you subbed for and/or description of time you worked beyond sub hours	Type of work	Subbing Hours	Extra Hours	Account Code
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total Hrs					

Employee: I certify that all hours are true and accurate.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Department Signature _____

(if applicable)

Date _____

Instructions – Blue Class Sub

Employee

1. Red or Black ink only.
2. No white out allowed - corrections should be clearly crossed out and initialed by all parties.
3. Fill out all employee sections of form (legal name required).
4. A separate monthly timesheet must be filled out for each location substituted during the month.
5. Enter hours in quarter hour increments only (see table).
6. Sign & date after last date recorded on timesheet.
7. Submit to appropriate person for approval.
8. Do not submit a timesheet for hours previously paid.
9. Scan and keep a copy for your records.

Office Manager/Meeting Facilitator/Budget Authority

1. Ensure form is filled out completely and correctly.
2. Confirm associated leave (if applicable) has been approved.
3. Confirm correct budget number.
4. Route to correct department (see table).

Location Codes			
ELC	5779	CKMS	4397
CVES	5015	SMS	2124
FCES	2222	TFMS	5135
NBES	2287	MSHS	2850
OES	4308	TRS	1502
SES	2288	MBS	5296
TRES	5457	DO	1079

Supervisor

1. Confirm service rendered is approved and payable.
2. Sign & date after last date recorded on timesheet.

Rounding Hours

- Round to the nearest 0.25 hour (15 minutes)
- Exception: PSE employees always round up

Example:

- 3 hours, 48 minutes → Rounded to 3.75 hours
- PSE employee → Rounded up to 4.0 hours

Minutes/Hours Reference	
15 Minutes	0.25
30 Minutes	0.50
45 Minutes	0.75

Payday is the last business day of the month

Account Code Routing	
PP SS – AA – O BBB – LLL – RRRR – NNTT - SF	
0300	Teaching & Learning / Instructional Services
0400	Student Services
0500	Human Resources
1500	Technology
0100	Superintendent/Communications
0700	Transportation