

Form Must Be Completed in Ink

Certificated Substitute Daily Time Record

Name _____

Please Print

Pay Period: Beginning Month _____ Year ____

Employee ID64000 _____

Required

Ending Month _____ Year ____

Position _____

Please Print

Phone # _____ - _____ - _____

Incomplete forms will not be processed

Signature _____ Required

Date _____

This is to certify that I worked at the following sites on the following days.

Instructions: Submit completed form to the Payroll Department - (714) 999-5660 - on the 10th of each Month.

Employee must complete this section				School site use only			Payroll Use	
Date	Location	Absent Employee	Job Number	Account Number <small>(other than standard)</small>	Administrator Signature	Bill To		
Sample	Anaheim	Mary Smith	123456	01 - 20 - 0250 - 40 - 1102	John Doe 1/2 Day <input type="checkbox"/>	ASB Dance Club	Reg LTS	—
11				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
12				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
13				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
14				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
15				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
16				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
17				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
18				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
19				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
20				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
21				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
22				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
23				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
24				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
25				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—
26				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS	—

Name _____ Please Print

Date	Location	Absent Employee	Job Number	Account Number (other than standard)	Administrator Signature	Bill To	Payroll Use
27				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
28				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
29				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
30				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
31				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
1				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
2				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
3				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
4				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
5				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
6				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
7				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
8				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
9				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —
10				01 - - - - 1102	1/2 Day <input type="checkbox"/>		Reg LTS —

- 1) Pick up a new "Substitute Teacher Time Report" when you report to a school site on the first day of the pay period and fill out your name, ID number and phone number.
- 2) Write down each day, the location, the name of the teacher and the job number.
- 3) Give your card to the Administrative Assistant to sign. Dates without approval from the site will not be paid. Pick up your card at the end of the day.
- 4) Turn your card into payroll on the 10th of each month. Remember to write your employee ID number and sign the card before you turn it in. You may give your card to the Site Administrative Assistant to send to payroll, but it is your responsibility to make sure the card is received by the Payroll Department. Keep a copy for your records.
- 5) Sick leave is available to substitutes. Write the word "ill" on the timecard under the location on the day you are using sick leave. You may view your bank of available sick leave on the Employee Information System (EIS) at employee.ocde.us.

Payroll Use Only

Units	Rate	Acct #	Units	Rate	Acct #	Units	Rate	Acct #