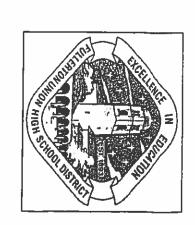
Form Must Be Completed in Ink

Name

(Please Print)

Employee ID 700000

Certificated Substitute Teacher Timesheet Fullerton Joint Union High School District 1051 W. Bastanchury Road, Fullerton, CA 92833



Phone # ____(Required)

Signature

(Required)

Date This is to certifiy that I worked at the following sites on the following days. (Required)

Instructions: Submit completed form to the Payroll Department - (714) 870-2897 - no later than the 5th of each month.

Incomplete form will not be processed.

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																Jan	Sample	Month	
																7-1		Date	
																1-2 BPHS	<u></u>	- F0C	Empl
																Mary Smith		Absent Employee	Employee must complete this section
																1-5		Period (s) # Days	is section
																N		# Days	
											:					12345		# dob	
01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	123456 01-0050-10-30- 1160		Account Number	
																John Doe		Administrator Sign.	School Site Use Only
																Sally Smith		Secretary Sign.	
RegO LTO	Reg LT	Reg[] LT[]	Reg LTD	Reg□ LT□	Reg□ LT□	RegO LTO	Reg□ LT□	Reg LTC	Reg[] LT[]	Reg□ LT□	Reg LTD		Payroll Use Only	Payroll Use Only					

																Month	Name
																Date	
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		_														Period (s)	
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																Job#	(Please Print)
01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	01 1160	Account Number	
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¹⁾ Pick up a new "Certificated Substitute Teacher Timesheet" when you report to a school site on the first day of the pay period (normally on the 1st day of the month).

Fill out your name, Employee ID (No SSN) and phone number.
 Complete "Employee must complete this section".

timesheet to the site Secretary to send to payroll, but it is your responsibility to make sure the timesheet gets to Payroll.

		Payroll Use Only Account # Units Rate
		Account #
	i	Units
		Rate
		Account #
		Units
		Rate

⁴⁾ When you arrive at your worksite, give the timesheet to the school Secretary at the location. The Administrator and Secretary at the site will sign the timesheet. Pick up your timesheet at the end of the day.

5) Submit your timesheet to Payroll no later than the 5th of each month. Remember to write your employee ID number on the timesheet before you turn it in. You may give your