

PUSD Certificated Substitute Timesheet
Due in the payroll office no later than the 11th of the month

Name: _____ Employee ID # _____
Print First and Last Name

Employee Signature: _____ Phone Number: () - _____

Payroll Period: From the 11th of _____, 20__ thru the 10th of _____, 20__

DATE	DAY	Absent Employee Name	Site Location	Position/Job Title
Full Day	Half Day	SACS#		Approval
-	-	-	-	-
DATE	DAY	Absent Employee Name	Site Location	Position/Job Title
Full Day	Half Day	SACS#		Approval
-	-	-	-	-
DATE	DAY	Absent Employee Name	Site Location	Position/Job Title
Full Day	Half Day	SACS#		Approval
-	-	-	-	-
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Full Day	Half Day	SACS#		Approval
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-	-	-	-	-
DATE	DAY	Absent Employee Name	Site Location	Position/Job Title
Full Day	Half Day	SACS#		Approval
-	-	-	-	-
Total Days		<i>Payroll Use Only:</i> Pay Type () x Rate = \$ <i>Payroll Use Only:</i> Pay Type () x Rate = \$		

12/12/2011

PUSD Certificated Substitute Timesheet
Due in the payroll office no later than the 11th of the month

Timesheet Instructions

- Name:** Print your legal name, legibly.
- Employee #:** Enter your 4-digit employee number.
- Payroll Period:** The pay period is always from the 11th of the month through the 10th of the next month. (For example: The May pay period is from the 11th of April through the 10th of May.)
- Date:** This is the date for the day of the week you worked (ex. 5/15).
- Day:** Enter the day of the week employee worked.
- Absent Employee:** Enter the name of the employee for whom you are substituting. If you are substituting in a vacant position, please indicate this or note the type of work being performed.
- Location:** Enter the school site or the department for which you are working.
- Position/Job Title:** Enter the title of the person for whom you are substituting or the job you are performing.
- Full Day / Half Day:** Put an X in the box to indicate if you worked a full day or a half day.
If you worked an additional hour (instead of or beyond a half or full day), put a 1 in the box
- SACS:** Enter the SACS number to be charged. ***Payroll cannot pay without this number.***
This is usually entered by the site administrator or secretary.
- Approval:** The person authorizing work, such as a principal, manager or supervisor, should sign here.
Payroll cannot pay without an authorized signature.
- Total Days:** Total days worked for the period.
- Employee Signature:** Timesheet must be signed. ***Payroll cannot pay without your signature.***

If you have questions please ask your administrator for assistance.