SUBSTITUTE

☐ Regular hours only

☐ Over time hours only

CENTRAL VALLEY SCHOOL DISTRICT NO. 356

TIME SHEET

(Please use ink)

Hired (new employees only)

_____ thru _____ $ _____ Probation

_____ to $ _____ RT Rate

Employee No.	Print Employee Name	Hourly Rate

Month	Account No.		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	Reg. Time	Over Time
		RT																																	
		OT																																	
		RT																																	
		OT																																	
		RT																																	
		OT																																	
		RT																																	
		OT																																	

Substituted for:	*Position*	*Job No.*	*Date(s)*	*Reason (mark box)*
				☐ Employee on leave ☐ Other - *provide budget code* _____
				☐ Employee on leave ☐ Other - *provide budget code* _____
				☐ Employee on leave ☐ Other - *provide budget code* _____
				☐ Employee on leave ☐ Other - *provide budget code* _____

PLEASE DO NOT WRITE BELOW THIS LINE

CODE:	PERIOD:	HRS:	RATE:	ACCOUNT#:
CODE:	PERIOD:	HRS:	RATE:	ACCOUNT#:
CODE:	PERIOD:	HRS:	RATE:	ACCOUNT#:
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CODE:	PERIOD:	HRS:	RATE:	ACCOUNT#:
CODE:	PERIOD:	HRS:	RATE:	ACCOUNT#:

_____

Employee Signature

I hereby certify that the above employee worked the days and hours shown and is entitled to payment.

_____

Department Head or Principal

Revised 8/09