



# Substitute Time Report

Month \_\_\_\_\_

Year \_\_\_\_\_

Building \_\_\_\_\_

Name \_\_\_\_\_ Classified Staff \_\_\_\_\_ Certificated Staff \_\_\_\_\_

Day of Month	Hours Worked	Worked for	Reason	Account Code
Total				

I certify that the above is an accurate record of the time worked during the period.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**RECAPITULATION - Please do not write in lines below.**

Account Code		Hours		@		Pay \$	
Account Code		Hours		@		Pay \$	
Account Code		Hours		@		Pay \$	
Account Code		Hours		@		Pay \$	

Total Hours

Total Pay