

Lucia Mar Unified School District
SUBSTITUTE TEACHER HOURLY TIME SHEET
 (Classified Employee /Substitute Teacher)

Name _____ Last 4 digits SS# _____ Month _____
 (Please print clearly)

DATE	MONTH	HOURS w-students	HOURS w/o-students	NAME OF TEACHER ABSENT	REASON	PROGRAM ACCOUNT CODE	AUTHORIZED SIG
26							
27							
28							
29							
30							
31							
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							
TOTAL							

DISTRICT OFFICE USE ONLY		
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
<i>Engage • Challenge • Inspire</i>	Total	=

NOTE: Due in Payroll Department by 4:30pm on the 25th of each month.
If not received within 24 hours of this date your check could be delayed one payroll cycle.

 Substitute Teacher Signature

