

KCUSD Substitute Teacher Time Sheet Log

Name: _____

SITE

Employee Number: _____

CPMS

From: _____ 16th, _____
(Month) (Year)

DR

TO: _____ 15th, _____
(Month) (Year)

SL

KCAM

DATE	Teacher Absent	Job #	Arrival Time	Time Left	Total Hours/Day	Signature
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Hrs						

Supervisor Signature

Date

*Substitute: Must log Job # for Payroll to have authorization to pay for assignment(s).