

PUSD Certificated Substitute Timesheet

Due in the payroll office no later than the 11th of the month

Certificated substitute time sheets must be submitted upon completion of the assignment or, if a long-term position, by the 11th of the month, whether the assignment is one day, several days, a week, or longer. You may print this form prior to submitting. Email this time sheet to the Principal's Secretary or Administrative Assistant at the site you just completed the assignment at, for site approval. They will submit the completed time sheet to Payroll. You can request a copy of the signed timesheet for your records as well.

Name: _____

Employee #: _____

Payroll Period: _____ 11, 20____ to _____ 10, 20____
(month) (month)

Phone No.: _____

Signature: _____

Date	Full Day	Half Day	Absent Employee Name	Location	Position/Title
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		
SACS # _____			Approval: _____ Date: _____		

Employee Email: _____

Date: _____

TOTAL DAYS

Principal's Secretary/Administrative Assistant: Please review entries and forward to Principal/Department Head for final approval. For any Certificated Payroll questions, call Richard Garcia at X2310 or email at: rgarcia@pittsburgusd.net