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SUBSTITUTE TEACHER TIME SHEET

☐ REGULAR TERM SUB
☐ LONG TERM SUB

POWAY UNIFIED SCHOOL DISTRICT
15250 AVENUE OF SCIENCE SAN DIEGO, CALIFORNIA 92128-3406

TIME SHEETS MUST BE SUBMITTED TO PAYROLL ON OR BEFORE PUBLISHED DUE DATES TO ENSURE PROCESSING FOR THAT MONTH

EMPLOYEE'S NAME (PRINT LAST, FIRST)	PAYROLL USE ONLY
EMPLOYEE ID NUMBER (REQUIRED)	

DATE	CHECK ONE		SUBSTITUTED FOR	FUND-SUB	RESOURCE-SUB	GOAL	FUNCTION	OBJECT-SUB	SCHOOL	LOCATION	INITIAL
	HALF DAY	FULL DAY									

I certify this report to be true and correct and it is an after the fact report of actual work I did on the dates specified. I have full knowledge of the work I completed.	SIGNATURE OF SUBSTITUTE TEACHER (REQUIRED)