

Folsom Cordova Unified School District
 Substitute Teacher Record

NAME: _____

Employee ID # _____

MONTH/YEAR _____

Date	Location #	Teacher	Half Day	Full Day	Approval	Absence Reason	Budget code to be charged Fd-Res-Yr-Obj-Loc-Goal-Fnc-BudResp-Proj XX-XXXX-X-XXXX-XXX-XXXX-XXXX-XXX-XXX
26							
27							
28							
29							
30							
31							
1							
2							
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7							
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24							
25							

Signature _____

PLEASE READ BACK OF FORM.

**Folsom Cordova Unified School District
125 East Bidwell
Folsom, CA 95630
Phone: (916) 355-1100**

In order to ensure that these time sheets are properly prepared, please follow these instructions.

Any questions can be directed to Marlo Curry (916) 355-1111 ext. 130.

1. All Substitute Teachers are responsible for recording their teaching services on the time sheet and making sure it is turned in to Payroll.
2. Each time sheet shall contain the record of only one pay period – from the 26th of one month through the 25th of the following month.
3. For each day of service enter the information on the corresponding date. A copy of your monthly AESOP report must be attached as verification of days worked.
Verification must be attached or payment will be delayed until the 10th of the following month.
4. Secretaries must record/verify each full or half day assignment and the teacher's name.
5. The principal/designee is to sign for each day worked at his/her site. If the assignment consists of multiple days at the same site, the principal/designee should sign each line or clearly indicate approval for multiple days. The work site is responsible for initialing approval and assigning budget codes.
6. When submitting a time sheet at the end of the month, it must be properly signed by the Substitute Teacher and include the employee ID number. Payroll must have original time sheets. **NO FAX'S WILL BE ACCEPTED**
7. Employees should make a copy of the completed time sheet for their records.
8. **Substitute Teacher time sheets must be submitted to:**
FCUSD/Payroll
125 East Bidwell Street
Folsom, CA 95630.

If the time sheet is NOT received by Payroll by the 26th, there may be a delay in getting paid until the 10th of the following month.

9. Report any changes of address/phone number in writing to Marlo Curry, mcurry@fcusd.org in Personnel.