

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT SUBSTITUTE INSTRUCTIONAL ASSISTANT RECORD

NAME: _____ EMPLOYEE ID # _____ MONTH/YEAR _____

Date	Site/Loc #	Instructional Assistant	Hours	Approval	Absence Reason	Budget code to be charged
26						
27						
28						
29						
30						
31						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

CLASSIFIED

Phone: _____

Signature _____

Folsom Cordova Unified School District
125 East Bidwell Street
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 Jo Anne Peterson at (916) 355-1111 ext 119

1. All substitutes are responsible for recording their services on the time sheet and making sure it is turned in to the Payroll Department.
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.**
4. Verification (AESOP report) must be attached or payment will be delayed until the 10th of the following month.
5. Administrative Assistants must record/verify each full or half day assignment and the regular employee's name.
6. 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 approval and assigning budget codes.
7. At the end of the month, the time sheet must be properly signed by the substitute and include the substitute's ID number. Payroll must have original time sheets. **NO FAXES OR COPIES WILL BE ACCEPTED!**
8. Employees should make a copy of the completed time sheet for their records.
9. Substitutes' time sheets may be submitted several ways:

US Mail: FCUSD/Payroll 125 East Bidwell Street Folsom, CA 95630	District Mail: Mark envelope: District Office Payroll Department	Hand Deliver: Bring to District Office front desk during business hours or place in mail slot on side employee entrance door at any time.
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10. Report any changes of address/phone number in writing to Jo Anne Peterson, jpeterso@fcusd.org in Human Resources.

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.