

Certificated Substitute Teachers

SAN LEANDRO UNIFIED SCHOOL DISTRICT

835 E. 14th Street, Suite 200, San Leandro, CA 94577

Classified (510) 667-3517/Certificated (510) 667-3516

DUE IN PAYROLL ON THE 10th OF EACH MONTH

WARRANTS ARE ISSUED ON THE LAST WORKING DAY OF THE MONTH

ADMINISTRATOR APPROVAL REQUIRED

LAST NAME, FIRST NAME (PLEASE PRINT)	Month (11-31)	Month (1-10)	Year

PSL Number

PLEASE INDICATE: 1=FULL DAY .5=HALF DAY

DATE	SITE	PROGRAM	BUDGET #	SUB FOR	REASON	DAYS	ADMINISTRATOR APPROVAL
11							
12							
13							
14							
15							
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							

EMPLOYEE SIGNATURE	TOTAL DAYS
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FOR PAYROLL USE ONLY
X
DAYS RATE

*** YOU ARE RESPONSIBLE FOR THE ACCURATE COMPLETION OF YOUR TIMESHEET**

GREEN