GLENDALE UNIFIED SCHOOL DISTRICT
223 North Jackson Street, Glendale, CA 91206

CERTIFICATED SUBSTITUTE TIME REPORT

(Due in Financial Services, Room 306, on the 26th of each calendar month)

TIME REPORTS TURNED IN AFTER THE DUE DATE MAY BE SUBJECT TO PENALTIES AND INTEREST CHARGES

Period Ending: _____ 25, _____

First Name Last Name

Substitute's Legal Payroll Name **(Print)**

Month *Day* *Year*

Substitute's Signature: _____ Employee ID #: _____

Date	Time Worked	Sick Hours	School or Department	Substituted for: (Special Project - Indicate)	Signature of Principal, Administrator, or Secretary

Financial Services Use Only

6/87; 10/91; 7/92; 7/95; 2/99; 7/09;10/10,7/15

_____ Days @ $ _____ _____

_____ Days @ $ _____ _____

_____ Days @ $ _____ _____

Doc # _____