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

CLASSIFIED SUBSTITUTE TIME REPORT

(Due in Financial Services, Room 306, on the ***1st*** of each calendar month)

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

Period Ending: _____
Month *Last Day of Month* *Year*

_____
First Name Last Name
Substitute's Legal Payroll Name **(Print)**

Substitute's Signature:_____ Employee ID #: _____

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

Financial Services Use Only

_____ _____ Hours @ $ _____
_____ _____ Hours @ $ _____
_____ _____ Hours @ $ _____
_____ _____ Hours @ $ _____
_____ _____ Hours @ $ _____
_____ _____ Hours @ $ _____

DOC. # _____