

CHIMACUM SCHOOL DISTRICT

Substitute Timesheet

Pay period: 1st to the **last working day** of each month. Only record days worked during the same pay period per timesheet. Timesheet must be turned in to the District Office by the **1st** of the month for payment on the last business day of the month.

PRINT NAME:									
Date Worked	Class = Hours Cert = Days (in decimal)	Employee Substituted For	Building Approval	Budget Code					Payroll Only
				Program ie: 0100	Activity ie: 27	Object ie: 2010	Loc ie: 401	%	
Total Hrs	0.00	Payroll Use Only (Do not write in this box)							

Employee Signature:	Date:
Budget codes to use for the following absences:	Note: Cert/2xxx - Class/3xxx
Extra Time Worked / Overtime	xxxx - xx - (2006)(3006) - xxx
Sick Leave, Family Illness/Bereavement, Personal/Emergency Leave:	xxxx - xx - (2010)(3010) - xxx
Meetings, Release for Training/In Service (Use Building Code):	xxxx - xx - (2020)(3020) - xxx
Athletics (Games/In Service):	xxxx - 28 - (2020)(3020) - xxx
Grant Funded Activities - Use Grant Coding	ie: 5208 - 27 - (2020)(3020) - xxx

Timesheet must be turned in to the District Office by the **1st** of the month for payment