Tulare County Office of Education

Jim Vidak, County Superintendent of Schools

TIME SHEET FOR SUBSTITUTE AND PART-TIME/SHORT-TERM EMPLOYEES AND OVERTIME PAY

Social Security Number: XXX - XX - _____ Hourly rate of pay: $_____

Name: _____

IF NEW ADDRESS, PLEASE CONTACT HUMAN RESOURCES AT 737-4363 or 733-6752

Mailing Address: _____

City: _____ Zip: _____ Home Phone: _____

ONE OF THE FOLLOWING BOXES MUST BE CHECKED:

Substitute Teacher	☐
Substitute Inst Assistant	☐
Part-time/Short-term	☐
Overtime	☐
Other	☐

Pay Period Ending_____ 20____
(month)

Date	Name of School/Program	Substituted for/ Reason for Additional Hours	# Hours Worked (*Lunch)	Sub Finder Job #	Office Use Only
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					
		Total Hours Worked:			

IMPORTANT -- READ CAREFULLY TIME SHEET DEADLINES

Return this time sheet to:

Human Resources
Tulare County Office of Education
2637 W. Burrel, P. O. Box 5091
Visalia, CA 93278-5091

TIME SHEETS MUST BE SUBMITTED BY THE 11TH OF EACH MONTH BEFORE 4:00 P.M.

Time sheets submitted late will be processed in the next month.

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I certify this to be a true and accurate statement of days worked.

Payment cannot be made until all required forms are completed.

X _____
(Employee Signature)

X_____
(Department Approval)

*** Lunch - Labor Law requires that an employee take a minimum 1/2 hour lunch after working 6 hours.**

Department Staff: Program numbers are required to process time sheets

FD	RE	PY	GO	FU	OB	SI	CO	RP	%	Units	@	Units	@