

BIGGS UNIFIED SCHOOL DISTRICT TIMECARD

Classified/Classified Subs:

Certificated/Certificated Subs:

Due the last working day of the Month. Please use pen only.

*Record time in number of hours.

*Subbing a Full Day enter (F) Half Day enter (H)

*Subbing on PREP enter number 1.

Name: _____ ID#: _____ Month: _____ Site: _____

DATE	Extra Straight	SUB	O/T	Comp Time Earned	Cert Leave Time Earned	Worked Performed / Subbing list for WHOM you subbed for. <i>All time must have an explanation</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
						Total Hours Worked

Delay of payment will result when timecards are late, cannot be interpreted, or are incomplete

Employee Signature

Date

Supervisor Signature

Date

For Payroll Use

Fund	Resource	Year	Object	Goal	Function	Site	Manager	Cost Center	NOTES

By signing this form you are certify that the hours and days claimed are true and correct.