

BIGGS UNIFIED SCHOOL DISTRICT TIMECARD

Classified/Classified Subs:

Certificated/Certificated Subs:

Due the last working day of the Month

*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> |
|------|----------------|-----|-----|------------------|------------------------|--|
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| 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 | HOURS/NOTES |
|------|----------|------|--------|------|----------|------|---------|-------------|-------------|
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By signing this form you are certify that the hours and days claimed are true and correct.