

NAME: _____

SITE/LOCATION: _____

MONTH: _____

CERTIFICATED TIMESHEET FOR SUBSTITUTE EMPLOYEES (GREEN TIMESHEET)

**Morgan Hill Unified School District 15600 Concord Circle,
Morgan Hill, CA 95037**

Completed timesheets are due to the Payroll dept. by 12:00 p.m. on the LAST DAY OF THE MONTH for payment on the 10th of the following month.

Budget Numbers and Approval Signatures (signed in blue ink) must be on this timesheet before it reaches the Payroll department.

Incomplete timesheets will be returned to the School Site/Location where the work was completed.

WE CAN ONLY PAY FROM ORIGINAL TIMESHEETS - Please do not send faxes or copies.

(CIRCLE ONE)						Req#	
DATE	DAYS WORKED ARE		CODE	DETAIL OF WORK PERFORMED OR SUBSTITUTED FOR:	BUDGET NUMBER		
	FULL	1/2 DAY			- - - - -		
	FULL	1/2 DAY			- - - - -		
	FULL	1/2 DAY			- - - - -		
	FULL	1/2 DAY			- - - - -		
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	FULL	1/2 DAY			- - - - -		
	FULL	1/2 DAY			- - - - -		
	FULL	1/2 DAY			- - - - -		
	FULL	1/2 DAY			- - - - -		
TOTAL HOURS _____				BILL - Billing Account		KIND - Kindergarten Support	BRLV - Bereavement Leave
_____				BTSA - Beginning Teacher Support		OFFT - Off Site Training	FMLA - Family Leave
_____				CEDT - Testing of EL Students		PBIS - Pos. Behav. Interv. Strag.	INAC - Industrial Accident
_____				COLD - Collaboration District		PEER - Peer Review	JULV - Jury Leave
_____				COLS - Collaboration Site		PRPL - Professional Leave Site	LOTS - Long Term Sub
_____				CORG - Collective Bargaining		PLAN - Planning	PEPN - Personal Necessity
_____				FLD - Field Trip		STUT - Student Study Team	PRML - Pregnancy/Maternity Leave
_____				HMWK- Home Work Club		TRDO - Training at DO	SICK - Sick Leave
_____				INEP - Individualized Education Plan		TRSN - Teacher Support Network	VACA - Vacation
_____				INTP - Intervention		VACN- Open Position/Vacancy	

HOURLY RATE \$ _____

TOTAL \$ _____ SUPERVISOR SIGNATURE _____ DATE _____