Tulare County Office of Education
Jim Vidak, County Superintendent of Schools

TIME SHEET FOR SUBSTITUTE &TEMPORARY EMPLOYEES AND OVERTIME PAY

TIME SHEETS MUST BE SUBMITTED MONTHLY

ONE OF THE FOLLOWING BOXES MUST BE CHECKED:

☐ Substitute Teacher

☐ Substitute Inst Asst

☐ Temporary

☐ Overtime

☐ Other

Pay Period Ending _____, 20___

Name: _____

Social Security #: XXX – XX – _____

Phone #: _____ Hourly Rate: $ _____

Date	# of hours worked – **not overtime**	# of sick leave hours absent	Reason: -Substitute (who) -Sick Leave -Overtime -Addl hours (not Overtime)	Overtime	SubFinder Job #	Site Verification and/or HR Use
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						
			Totals			

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

_____

Employee Signature

I certify hours have been verified.

_____

Department Approval

HR use only

IMPORTANT – READ CAREFULLY
TIME SHEET DEADLINES

Return this time sheet to:

Human Resources
Tulare County Office of Education
6200 S. Mooney Blvd., P.O. Box 5091
Visalia, CA 93278-5091

TIME SHEETS MUST BE SUBMITTED BY THE 1ST OF EACH MONTH BEFORE 4:00 P.M.

FD	RE	PY	GO	FN	OB	SI	CO	RP	%	Units	@	TOTAL DUE	

Please see reverse for instructions

Rev 1/5/16