



## Certificated Substitute Time Sheet

### *Instructions for Use*

1. In order to be paid on the last working day of the following month, it is your responsibility to turn in your completed time sheet to the department by the 5th of the following month. (Do not submit to Fiscal Services/Payroll.) In other words, for assignments in September, turn in your completed time sheet to the department by October 5 to be paid at the end of October. *If the deadline date is missed, you will need to wait an additional month for your pay.*
2. Use one separate time sheet for each month for each department in which you work.
3. For each day you work, print the date, the name of the teacher you replaced, the site where you worked and whether the assignment was full-day or half-day. Assignments in excess of 4 hours are full-day assignments.  
  
Do not write anything in the area designated for departmental use (Rate/Budget Category).
4. At the end of the month, total the number of days worked (two half-days = one full-day), enter the total in the "Total Days Worked" space and sign the time sheet where indicated.
5. Keep a copy of the time sheet for your records.
6. Turn in the time sheet to the attention of the department for which you worked, addressed to the County Education Office at the above address.  
  
**Exception:** If you worked for the Special Education Department in the North County or in the Santa Ynez Valley, mail your time sheet to the SESS-North Office, 402 Farnel Road, Suite A, Santa Maria, CA 93454-4960.
7. Download new time sheets from SBCEO - Human Resources or pick up new time sheets at the Human Resources Department, the department you work for, or request that they be mailed to you. (964-4711, ext. 5258)

#### ***Has your address changed?***

Please contact the Human Resources Department at 964-4711, ext. 5258, or download a Change of Address form from SBCEO - Human Resources on our website.

