



College and Career Advantage Substitute Time Sheet

Name: _____ Month: _____

Instructions:

Complete and submit Substitute Time Sheet to your coach/supervisor for approval and processing.
Time Sheet due by the 5th of the month following date worked.

Please use the Hours Reference Key below.

Date	Course Title & Instructor Last Name	Period	School Site	Hours	Payroll Use Only
Total Hours:					

Substitute Hours Reference Key:

Traditional (no Tutorial)

2 hours for first assignment
 1 hour for each additional period

Block with Tutorial

2 hours for first assignment
 1.75 hours for each additional period
 .50 for tutorial

After-School (Bell)

2.5 – 5 hours (depending on class schedule)

 Employee's Signature Date

 Supervisor's Signature Date

 Executive Director's Signature Date