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| COLLEGE AND CAREER ADVANTAGE  33122 Valle Road  San Juan Capistrano, CA 92675  Phone (949) 234-9445  Fax (949) 248-9718 | | | Substitute Time Sheet | |
| Employee Name: |  | Month Ending: | |  |
| **Instructions:**  Please submit completed report to your supervisor for approval. The report will be forwarded to the Payroll Department. The report must be turned in by the 5th of the month.  When entering hours, please use the Hours Reference Key below. | | | | |

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| Date | Course Title | Period | School Site | Hours | Administrator Use Only(Rate of Pay) |
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|  |  |  | Total Hours: |  |  |

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| Employee signature: |  | Date: |  |
| Supervisor signature: |  | Date: |  |
| Executive Director signature |  | Date: |  |

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| HOURS REFERENCE KEY:  **TRADITIONAL WITH NO TUTORIAL**  2 HOURS FOR FIRST ASSIGNMENT  1 HOUR FOR EACH ADDITIONAL PERIOD  **BLOCK WITH TUTORIAL**  2 HOURS FOR FIRST ASSIGNMENT  1.75 FOR EACH ADDITIONAL PERIOD  .50 FOR TUTORIAL  **AFTER-SCHOOL**  2.5 – 5 HOURS, DEPENDING ON CLASS SCHEDULE | Accounting Only   |  |  | | --- | --- | | Hourly Rate | Payroll Code | |  |  | |  |  | |  |  |   A/C Code: |