## PERRIS UNION HIGH SCHOOL DISTRICT

CLASSIFIED SUBSTITUTE TIME CARD

Update 12/15/2016

PAY PERIOD STARTS:

PAY PERIOD ENDS:

	Please Note: Signed and completed timecards are to be turned in to the Payroll Office by 4:30 PM on the day specified on the District Payroll Schedule
	Timecards received after this date are subject to being processed the following month. Please use blue or black ink only. NO Pencil or Red Ink and DO NOT USE

Timecards received after this date are subject to being processed the following month. Please use blue or black ink only. NO Pencil or Red Ink and DO NOT USE white out.																		
Date	Start Time	Lunch		End	Total Hours		Name Substitute for	Position Type (Must Check One)				neck O	me)	Funding Source (XX-XXX-XXXX-0-XXXX-XXXX)		Job #	Admin	Payroll Use
		From	То	Time	Total Hours	Oite	Name Substitute for	Nutr	Para	Cleri	Cust	CS	Nurse	(XX-XXX-XXXX-0-XXXX-XXXX-XXXX)	Reason	300 #	Approval	Only

TOTAL HOURS

I HEREBY CERTIFY that I have worked for the Perris Union High School District on the days and hours stated above. I further understand the falsification of district records is grounds for disciplinary action including dismissal.

Position Type						
Nutr	Nutrition Services					
Para	Peraeducator					
Cleric	Clerical					
Cust	Custodian					
CS	Campus Supervisor					
Nurse	Licensed Vocational Nurse					

Leave Reason							
В	Bereavement						
JD	Jury Duty						
0	Other						
PD	Personal Discretion						
PN	Personal Necessity						
S	Sick Leave						
SB	School Business						
V	Vacation						
VA	Vacancy						
WC	Workers Compensation						

NAME:

EMP#: