



CLASSIFIED
SUBSTITUTE OR EXTRA DUTY
TIMESHEET
(Administrative Assistant to provide PAR/PARS)

NAME: _____

PAY PERIOD: _____

Description of Duty 1: _____

Person for Whom Subbed: _____

Day	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	Total
Hours Worked																																

Description of Duty 2: _____

Person for Whom Subbed: _____

Day	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	Total
Hours Worked																																

Description of Duty 3: _____

Person for Whom Subbed: _____

Day	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	Total
Hours Worked																																

Description of Duty 4: _____

Person for Whom Subbed: _____

Day	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	Total
Hours Worked																																

I certify the information recorded on this report is true and correct to the best of my knowledge.

Employee's Signature

Date

Supervisor's Signature

Date

VCSBSA USE ONLY				
ADJ CODE	# HOURS	PAY RATE	AMOUNT	ACCOUNT NUMBER

Total Pay: _____