

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

325 S. Peck Avenue, Manhattan Beach, CA 90266
(310) 318-7345 FAX: (310) 303-3823 -- Payroll: extension 5937

Elementary/Middle School Substitute Teacher Time Sheet

This form must be completely filled out for payment to be processed.

Printed Name: _____

Month _____ Year _____

Employee ID # _____

Date	School	Approved by (Signature) Principal/Designee	Name of teacher replaced	# of Hours / Days	Reason for Absence Account/Source of funding

Total Days: _____

I hereby certify that I have worked for the Manhattan Beach Unified School District on the days and hours stated.

EMPLOYEE SIGNATURE _____ Date _____

I hereby certify that I have supervised the above employee and know that he/she has worked the time stated.

This Time report is due in the PAYROLL OFFICE per schedule provided at NOON. Usually by the 15th and last business day. Substitute payday is the 5th of each month.