CUESTA COLLEGE
ACADEMIC MONTHLY TIME SHEET

SUBSTITUTE

Position #_____

Check One:

- **Regular Substitute**
- **Emeritus Non-Credit Substitute**
- **Long-Term Substitute - Please select LEC or LAB**

LEC **LAB**

(Please use a separate timesheet for LEC and LAB hours)

Name: _____

Banner ID: _____

For Month Ending:

DATE	LOCATION	SUBJECT	HOURS OF SERVICE FROM	HOURS OF SERVICE TO	HOURS	SUBSTITUTE FOR	REASON FOR ABSENCE
		Total Hours:			0	**Rate:**	**Total Earnings:** 0

Account Number

_____ - _____ - _____ - _____ - _____

Earning Code: _____

REQUIRED SIGNATURES:

_____
Division Chair/Director

_____
Date

_____
Dean of Instruction

_____
Date

_____
Employee

_____
Date