CUESTA COLLEGE
ACADEMIC MONTHLY TIME SHEET

SUBSTITUTE

Position #_____

Name: _____

Banner ID: _____

Check One:

○ **Regular Substitute** Rate for Regular Sub: $ 54.05

○ **Long-Term Substitute - Please select LEC or LAB**

LEC ○ **LAB** ○

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

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:** $ 0.00

Account Number

_____ - _____ - _____ - _____ - _____

Earning Code: _____

REQUIRED SIGNATURES:

_____
Division Chair/Director

_____
Date

_____
Dean of Instruction

_____
Date

_____
Employee

_____
Date