

CALAVERAS UNIFIED SCHOOL DISTRICT
P. O. BOX 788
SAN ANDREAS, CA 95249

Office Use Only

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All time worked by a certificated employee, in addition to their contracted time (except that of extra duty), shall be logged on a **PINK Certificated Time Claim**. Employees who are not on contract with the District who are Certificated substitutes also need to submit their time worked on this form. Examples of this would be as follows:

Teachers (contracted or non-contracted) who substitute teach in the District.

All Stipends (except that of extra duty).

Science Camp

Saturday School

After school tutoring and intervention

Working a prep period

Time claims must be filled out as follows:

- 1.) Date of Service.
- 2.) If filling in for an absent employee, please state the name of employee you are subbing for. If not filling in for an absent employee, please identify the reason and type of duty performed.
- 3.) Location of the site where you performed the duty.
- 4.) If you are a substitute, indicate whether you worked a full day or a half day. If duty performed is in hours, the number of hours worked should be indicated in this column.
- 5.) **Comments column** should indicate the reason why the employee you were substituting for was away from their duties ie: **illness, personal necessity, jury duty, worker's comp, or workshop/conference**. This column should also provide information regarding any special funding that will be paying for the costs. Special funding includes monies from sources other than the district general fund ie: SPED, Title I, LOTTERY, etc. or an outside party to be invoiced. Failure to indicate this type of information may hold up the processing of the pay claim and delay payment.
- 6.) The employee must print their name, sign and date the claim and write in their employee ID number.
- 7.) **Your time sheet must be approved by the secretary and signed and dated by the school site administrator where you worked.** The pay claim must be received by the District Office Payroll Department by the 25th of the month if the employee is a substitute, and no later than the last working day of the month if the employee is contracted with the District. **It is the responsibility of the employee to ensure their time claim is received by the Payroll Department.**