CUESTA COLLEGE
ACADEMIC MONTHLY TIME SHEET SUBSTITUTE

check one ☐ REGULAR SUBSTITUTE

☐ LONG-TERM SUBSTITUTE

NAME: _____

BANNER ID # _____

FOR MONTH ENDING:
(one month ONLY per sheet)

DATE	LOCATION	SUBJECT	HOURS OF SERVICE FROM	HOURS OF SERVICE TO	TOTAL HOURS	RATE PER HOUR	TOTAL	SUBSTITUTE FOR	REASON FOR ABSENCE

Account Number
1100-_____-1130_____-_____

TOTAL HOURS X RATE =	**EARNED**
TOTALS	

REQUIRED SIGNATURES:

_____
Division Chair/Director

_____
Date

_____
Dean of Instruction

_____
Date

_____
Employee

_____
Date