

DAY-TO-DAY SUBSTITUE ASSIGNMENT RECORD

NOTE TO EMPLOYEES: This form is for your convenience in maintaining a personal record of your day-to-day assignments. Employees should check hours paid on their paycheck against this form to make sure each school reports all time worked. If you are missing hours, check first with the school. Employees should consult current payroll calendar cards for beginning and ending dates of payroll periods. (Please make copies for your own personal use.)

Name: _____

Classification _____

Pay Period _____ WEEK 1					
Day	Date	School, Center, or Dept.	Location Code	Hours Worked	In Place of / Job#
Mon					
Tue					
Wed					
Thu					
Fri					
Pay Period _____ WEEK 2					
Mon					
Tue					
Wed					
Thu					
Fri					
Pay Period _____ WEEK 3					
Mon					
Tue					
Wed					
Thu					
Fri					
Pay Period _____ WEEK 4		Week 4 Total Hrs Wkd _____		Total Days Wkd _____	
Mon					
Tue					
Wed					
Thu					
Fri					
Pay Period _____ WEEK 1					
Mon					
Tue					
Wed					
Thu					
Fri					
Pay Period _____ WEEK 2					
Mon					
Tue					
Wed					
Thu					
Fri					
Pay Period _____ WEEK 3					
Mon					
Tue					
Wed					
Thu					
Fri					
Pay Period _____ WEEK 4		Week 4 Total Hrs Wkd _____		Total Days Wkd _____	
Mon					
Tue					
Wed					
Thu					
Fri					

