

GUEST TEACHER TIME REPORT

BURBANK UNIFIED SCHOOL DISTRICT

Please keep this time sheet for your own records and auditing purposes.

Attention: Payroll/Fiscal Services
1900 W. Olive Ave, Burbank, CA 91506

PRINT Last Name, First: _____
Employee Signature: _____
Social Security Number: _____

PAY PERIOD
____/____/____ TO ____/____/____
PLEASE USE A SEPARATE TIME SHEET FOR EACH MONTH, WARRANTS ARE ISSUED THE 5th OF THE FOLLOWING MONTH.

2020-2021 SCHOOL YEAR

DATE	SCHOOL	TEACHER (Last Name, First)	SP ED (Y/N)	REASON	EDA# or SBA#	3 DIGIT SITE #	1 or 50 DAY	SIGNATURE

***Substitutes are responsible for verifying completeness of each line prior to leaving job ***
Any incomplete lines can not be paid PLEASE TOTAL DAYS ***

Total Gen Ed Days _____
Total Sp Ed Days _____

INSTRUCTIONS FOR TIMESHEET

Do not combine different months on the same sheet.

NAME: Please use your name as it appears on your paycheck. DO NOT USE NICKNAMES!

SOCIAL SECURITY #: This is required, as there may be another employee with the same name.

PAY PERIOD: The pay periods are XX/01/XX - XX/31/XX. (Month-Day-Year)
Paychecks issued on the 5th of the following month.

DATE: Enter each day worked on a **separate line**.

SCHOOL: Enter the school name for each site.

TEACHER: Enter the LAST NAME FIRST, THEN FIRST INITIAL of the teacher who is absent. List "no employee job" if that is what the system tells you.

REASON: Code reason for teacher's absence, "SE" Sick Leave, "PN" Personal Necessity, "E" Emergency, "JD" Jury Duty, "IA" Industrial Accident, "B" Bereavement. BTA Officer Release, BTA Negotiations, Exchange Day, Open Position, Site Class Coverage, Military Duty, District Workshop/Meeting, Conference, Overlap Day, BTSA Meeting, PB paid/unpaid.

EDA/SBA#: To be filled out by office manager if applicable to absence.

3 DIGIT SITE # Office manager will place their 3 digit site number on each line for each absence at their site; ie: 201 Disney; 2xx all elementary, 320 Luther; 3xx all middle school, 431BHS; 4xx high school; 5xx for Mann Presch/CDS/Monterey; 508 Mann Spec Ed 7xx Instruction/HR/ROP/Spec Ed

DAY: Enter "1/2" or "1" for half day or a full day assignment: **Elementary-8-11:30 am or 11:30 am -3:00 pm**; Middle **Sch/High Sch** – 3periods or less = ½ day.

ADMIN SIGNATURE: Time sheet must be signed by Principal, Assistant Principal, or the site Office Manager (Principal's Secretary).

TOTAL SPECIAL ED DAYS: Provide total Special Ed Days worked on line provided

TOTAL GEN ED DAYS: Provide total General Ed Days worked on line provided

Make sure there are NO BLANK BOXES on the line of a job listed. You WILL NOT be paid for jobs listed with incomplete information.

Sign the form and keep for your records. Please check your paychecks for accuracy against this time sheet. The time sheet will only be used for auditing purposes in the case of discrepancies. Pay checks are issued the 5th of the following month of which service was rendered. Direct deposits will deposit on the 5th; paychecks will be mailed on the 5th. Direct Deposits will often take 2-3 weeks to begin. Your paycheck will be mailed until the direct deposit takes effect or if direct deposit was not selected. If the 5th falls on a weekend, or a **district** holiday, payday will be the Friday before.

PLEASE - Keep this form for your records.

**QUESTIONS:
PAYROLL DEPT. (818) 729-4479
HUMAN RESOURCES SERVICES (818) 729-4429**