

**LITTLE LAKE CITY SCHOOL DISTRICT
SUBSTITUTE TEACHER DAILY TIME REPORT**

Last Name, First Name

Employee ID

Date	Time Worked	Substituted For	School Assignment	Funding Source	Description	Approval

I _____ certify the above date(s)/hour(s) are correct and have not been previously submitted for payment.
Employee E-Signature

Today's Date: _____

1. Please complete one line of the time report for every day substituted.
2. At the beginning of each assignment, email the time card to the site principal and secretary.
3. Principal, please review each applicable line, complete funding/description if necessary. Digitally sign each applicable line. Email back to employee.
4. Substitute - complete steps 1 through 3 for each assignment in the payroll month. Payroll periods are from the 24th of the month through the 23rd of the following month.
5. Substitute - At the end of the payroll period, digitally sign completed time card and enter today's date
6. Email completed time card to the payroll office (payroll@llcsd.net) no later than the 23 of each month.
7. Checks will be issued on the 5th of each month (approximately).