

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**SUBSTITUTE TEACHER TIME SHEET**

NAME \_\_\_\_\_ PAY PERIOD (FROM) \_\_\_\_\_

(TO) \_\_\_\_\_

If your address and/or phone number has changed, please submit a change of address form to HR as soon as possible

DAY OF WEEK	DATE	TIME WORKED (PLEASE CHECK)			SCHOOL NAME		SUBSTITUTED FOR (Teacher's Name)		APPROVED BY	
		1 FULL Day	½ Day Loc. 1	½ Day Loc. 2	Loc. 1	Loc. 2	Loc. 1	Loc. 2	Loc. 1	Loc. 2
MON										
TUE										
WED										
THU										
FRI										
MON										
TUE										
WED										
THU										
FRI										
MON										
TUE										
WED										
THU										
FRI										

TOTAL DAYS TO PAY

\_\_\_\_\_  
Required Signature of Substitute Teacher

**IMPORTANT: MUST submit original timesheet. See back for TIME SHEET DUE DATES.**



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

C5 PAYROLL

2023-2024 SCHOOL YEAR  
CERTIFICATED SUBSTITUTES

*AUGUST 2023 THROUGH DECEMBER 2023*

PAYROLL PERIOD	TIME SHEET DUE DATE TO HUMAN RESOURCES ON OR BEFORE	ISSUE DATE
08/24/23-08/31/23	8/31/2023 3PM	<b>10/5/2023</b>
09/01/23-09/15/23	9/15/2023 3PM	
09/18/23-09/29/23	9/29/2023 3PM	<b>11/3/2023</b>
10/02/23-10/13/23	10/13/2023 3PM	
10/16/23-10/31/23	10/31/2023 3PM	<b>12/5/2023</b>
11/01/23-11/09/23	11/09/2023 3PM	
11/13/23-11/30/23	11/30/2023 3PM	<b>1/5/2024</b>
12/01/23-12/15/23	12/15/2023 3PM	

- **Reminder:** Time sheets are to be submitted directly to Human Resources. Submitting to any other area will potentially delay payment.
- Delayed or incomplete submissions will be incorporated into the next scheduled time period as indicated above.