FAIRVIEW PARK CITY SCHOOLS
CASUAL SUBSTITUTION TIME SHEET
(USE THIS FORM BEGINNING 01/01/2023)

INSTRUCTIONS: COMPLETE COLUMNS A, B, C & D - SUBMIT TO BUILDING SECRETARY FOR PAYMENT TO BE ENTERED FOR PAYROLL PROCESSING.
THIS FORM WILL THEN BE RETURNED TO THE EMPLOYEE TO CONTINUE TO FILL OUT ADDITIONAL LINES AND FOR THEIR RECORDKEEPING.

EMPLOYEE:	
BUILDING:	

(A) DATE SUBBED	**(B)** TEACHER SUBBED FOR	**(C)** NUMBER OF CLASSES SUBBED	**(D)** EMPLOYEE'S INITIALS	ENTERED BY SECRETARY (INITIAL & DATE)