OCEAN VIEW SCHOOL DISTRICT
17200 PINEHURST LANE
HUNTINGTON BEACH, CA 92647

SUBSTITUTE TEACHER'S TIME SHEET

Payroll Period_____

Cut-off date is the 12th of every month.

Time sheets are due in the Accounting Office no later than 4:30 pm on the 12th of every month.

Name
Address

DATE	SCHOOL	TEACHER SUBSTITUTING FOR	ACCOUNT NUMBER	TIME	PRINCIPAL APPROVAL

Substitute Signature: _____

Ocean View School District Employee ID: 38-0000-_____
(This is not the same as your SoFE ID. If you do not know your OVSD ID please contact Pat at ext. 1407)

This sheet must be made by the Substitute Teacher and it is his/her responsibility to send it to the payroll office as per schedule.

The hours required for substitute teachers shall be the same as for regular teachers at each grade level.
(Full Day 7 l/2 hours - Half Day less than 4 hours)

(Revised 11/2012)