



Gresham-Barlow School District 10 Jt.  
 1331 NW Eastman Parkway, Gresham, OR 97030  
 Payroll: 503-618-2465/503-618-2468

**CLASSIFIED**  
**Substitute Time Report**

Name \_\_\_\_\_ PEID# 9 \_\_\_\_\_ Month/Year \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*Please Report All Time In Actual Hours\*\***

Month	Day	Hrs	School	Person Replacing	Position - Circle One	Account No.	Approval
	11				Cust. EA SP EA Sec.		
	12				Cust. EA SP EA Sec.		
	13				Cust. EA SP EA Sec.		
	14				Cust. EA SP EA Sec.		
	15				Cust. EA SP EA Sec.		
	16				Cust. EA SP EA Sec.		
	17				Cust. EA SP EA Sec.		
	18				Cust. EA SP EA Sec.		
	19				Cust. EA SP EA Sec.		
	20				Cust. EA SP EA Sec.		
	21				Cust. EA SP EA Sec.		
	22				Cust. EA SP EA Sec.		
	23				Cust. EA SP EA Sec.		
	24				Cust. EA SP EA Sec.		
	25				Cust. EA SP EA Sec.		
	26				Cust. EA SP EA Sec.		
	27				Cust. EA SP EA Sec.		
	28				Cust. EA SP EA Sec.		
	29				Cust. EA SP EA Sec.		
	30				Cust. EA SP EA Sec.		
	31				Cust. EA SP EA Sec.		
	1				Cust. EA SP EA Sec.		
	2				Cust. EA SP EA Sec.		
	3				Cust. EA SP EA Sec.		
	4				Cust. EA SP EA Sec.		
	5				Cust. EA SP EA Sec.		
	6				Cust. EA SP EA Sec.		
	7				Cust. EA SP EA Sec.		
	8				Cust. EA SP EA Sec.		
	9				Cust. EA SP EA Sec.		
	10				Cust. EA SP EA Sec.		

Report to be filled out by employee, turned in to office upon arrival at school, picked up before leaving to take to next assignment. *Return to Payroll Before the 10th of Month or Leave at Last Building Worked in Pay Period. -Exceptions: 2nd of Month-December, March, & June*

Employee Signature \_\_\_\_\_  
 Blue Copy-Payroll; Yellow Copy-Employee

Date \_\_\_\_\_