San Juan Unified School District
EARLY CHILDHOOD EDUCATION

Substitute CDA / NISA
TIME SHEET CDA ☐ NISA ☐

Bring this time sheet to the Early Childhood Education Child Development Programs office by the 25th of the month. FAILURE TO COMPLY MAY RESULT IN A MONTH'S DELAY IN RECEIPT OF SALARY WARRANT. (See reverse side for complete instructions.) Pay warrants will be issued on the 15th of the following month.

Last Name_____ **First Name**_____ **Pay Period:** _____/26/ to____/25/_____

Signature_____ **Date**_____ **Phone**_____

DATE Month/Day	FULL NAME OF ABSENT EMPLOYEE, OPEN or EXTRA	SITE	CCTR-IT	GF LCFF	Early HS	CCTR SA	GRPS	ELA	DC	Head Start	CSPP	SS School Readi.
TOTAL HOURS Worked by Program												

GRAND TOTAL ☐

SS #_____ **(Please print) Last Name** _____ **First Name** _____

Total Hrs	Program	Account Code	Total Hrs	Program	Account Code
	CCTR-IT	12-5-0-2160-5025-0001-1000-305-000 (Open/Extra)		DC	12-5-0-2160-8217-1130-1000-305-000 (Open/Extra)
	CCTR-IT	12-5-0-2170-5025-0001-1000-305-000 (Sub)		DC	12-5-0-2170-8217-1130-1000-305-000 (Sub)
	Early HS	12-5-___-2160-972-___-0001-1000-305-000		HEAD START	12-5-____-2160-973____-0001-1000-305-000 (Open/Extra)
	Early HS	12-5-___-2170-972-___-0001-1000-305-000 (Sub)		HEAD START	12-5-____-2170-973____-0001-1000-305-000 (Sub)
	CCTR SA	12-5-0-2160-5025-1130-1000-305-000 (Open/Extra)		CSPP	12-5-0-2160-6105-0010-1000-305-000 (Open/Extra)
	CCTR SA	12-5-0-2170-5025-1130-1000-305-000 (Sub)		CSPP	12-5-0-2170-6105-0010-1000-305-000 (Sub)
	GRPS	12-5-0-2160-8321-0001-1000-305-000 (Open/Extra)		School Read.	12-5-5-2160-8348-0001-1000-305-000 (Open/Extra)
	GRPS	12-5-0-2170-8321-0001-1000-305-000 (Sub)		School Read.	12-5-5-2170-8348-0001-1000-305-000 (Sub)
	ELA	12-5-0-2160-8224-0001-1000-305-000 (Open/Extra)		LCFF	01-0-0-2160-0710-4775-1000-305-000
	ELA	12-5-0-2170-8224-0001-1000-305-000 (Sub)		LCFF	01-0-0-2170-0710-4775-1000-305-000

☐ ☐ **RET. CODE** ☐

Signature of Director or Designee, ECE Child Development Programs_____ Date_____

SUBMIT TOP 2 COPIES TO ECE CHILD DEVELOPMENT OFFICE (Marshall) - Retain bottom copy for your records.
W:\Marshall\ECE\Forms\CDA Sub Time Sheet.doc