FACULTY SUBSTITUTIONS

This form is to be used to report substitutions for day or evening instructors. Forward the original to Payroll and the duplicate to Human Resources. Triplicate copy is to remain in the originating Division. One time or short term substitutions should be submitted at completion of assignment; long term substitutions - no later than the 15th of the month.

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Name of Substitute

Date	Time Taught From	To	No. Hours Lec.	Lab	Hourly Rate	Total	Replacing	Budget Code	Reason for Absence

_____ _____

Date Substitute signature

_____ _____

Date Dean signature

White copy: Payroll Office
Yellow copy: Human Resources
Pink copy: Originating Division

117126, 8/97