



TO: Payroll Department

CC: Jennifer Garcia, Director of Accounting & Payroll
 Frances Barcenez, Executive Director of External Funds & Student Services

FROM: _____

DATE: _____

RE: Substitutes External Funds for Staff Development

The campus has verified the dates, times, and account code for the below teachers. Please charge the substitute associated with the below teachers' school business day from a staff development budget account: _____

Pay Rate:	Staff Development/Excused School Business
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	<i>SUBSTITUTE NAME</i>	<i>SUB KRONOS #</i>	<i>TEACHER NAME</i>	<i>TEACHER KRONOS #</i>	<i>Date of Workshop</i>	<i>Total Amount Paid</i>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____	_____

**Campus/Department must have a Description of Duty for Substitutes and Tutors form (non-employee) for each substitute listed on payroll memo. Please attach and send all time sheets associated with this pay memo together for processing.
 Payroll Deadlines are enforced, NO EXCEPTIONS.**