

SISKIYOU COUNTY OFFICE OF EDUCATION  
 609 South Gold Street, Yreka CA 96097

SUBSTITUTE PAYROLL REQUISITION

- Submission Requirements:
- » New employees must file TB clearance, I-9 and W-4 with Human Resources prior to first payroll warrant being issued.
  - » All sections of requisition must be completed and signed by substitute and employee/supervisor.
  - » Requisitions shall be submitted to Human Resources after each assignment. Long term substitute requisitions shall be submitted weekly.

Substitute	Date(s) Worked	Hours Worked	Position	Substituting For:
Name: _____ Address: _____ City/State/Zip: _____ Phone #: _____ SS#: _____ <u>Must complete the following:</u>  <input type="checkbox"/> Public Employee Retirement System (PERS) <input type="checkbox"/> State Teachers Retirement System (STRS) <input type="checkbox"/> Not a member <input type="checkbox"/> Retired from PERS or STRS			<input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> Teacher Asst./Driver <input type="checkbox"/> Teacher Asst./Bus Driver	Name: _____ Location: _____

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge.

Substitute: \_\_\_\_\_ Date: \_\_\_\_\_ Employee: \_\_\_\_\_ Date: \_\_\_\_\_