



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Human Resources, Diversity and Inclusion

Employment Services, Academic Related

P.O. Box 6806, Fullerton, CA 92834-6806 / Tel 657-278-2425 / Fax 657-278-7188

SUBSTITUTE FACULTY ESTIMATED HOURS WORKSHEET

- Please fill in the worksheet tables below with lecture and lab hours the substitute is scheduled to work.
- Submit this worksheet with the above appointment to Human Resources, Employment Services after the Department Chair and College Dean have signed the form.

1st Month Worked

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Lecture (Hours)																
Lab/Prep (Hours)																
Date	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Lecture (Hours)																
Lab/Prep (Hours)																

2nd Month Worked (if applicable)

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Lecture (Hours)																
Lab/Prep (Hours)																
Date	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Lecture (Hours)																
Lab/Prep (Hours)																

3rd Month Worked (if applicable)

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Lecture (Hours)																
Lab/Prep (Hours)																
Date	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Lecture (Hours)																
Lab/Prep (Hours)																

- This will be used to verify that the employee will not exceed the 20 day limitation on substitute faculty appointments per collective bargaining (Article 20.8).
- Please note that this is not a time sheet. You will need to submit a Substitute Faculty Timesheet to Payroll, Benefits, and Retirement Services when the signed appointment offer has been completed.