



CANYON-OWYHEE SCHOOL SERVICE AGENCY

109 Penny Lane
 Wilder, ID 83676
 Phone (208) 482-6074
 Fax (208) 482-7904

Patricia Frahm CEO
 CRTEC Campus Director
 Tammie Anderson, Special Education Director
 Jennifer Davis, Business Manager
 Clerk of the Board

Substitute Timesheet

Name _____ Date _____

Address _____ Phone _____

Please report time in and out for each day.

Date	Substituted for	Time In	Time Out	Day or portion of day*

*1 full day= > 4 hours; 1/2 day = 4 hours or less.

COSSA Substitute Pay: All districts, \$100.00 per full day, both certified and non-certified
 All districts, \$50.00 per 1/2 day, both certified and non-certified

Please note: Substitute pay claims must be submitted to the COSSA office by the 15th of the month for payment that month. Before submitting your first claim, please be sure there are both a W-4 and I-9 on file for you.

The undersigned claims that the within account is true and correct, that the services and information indicated above are correct, and that no part of the same has been allowed or paid.

Signature _____

Social Security No. _____