Substitute Services

Days Worked Journal

You may utilize this form to track your days worked and locations. Keep in mind that it is your responsibility to ensure that your days worked are properly recorded in Frontline. It is imperative that your days worked are recorded in Frontline to guarantee correct payments.

Date Worked	School Location	Employee Substituting For

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Avenue, Pittsburgh, PA 15213 or 412-529-HELP (4357).