

CASUAL HOURLY SUPPORT STAFF TIMESHEET



Please indicate if the hours worked are PUF or ADMIN hours. If the casual employee is covering an absence only one employee should be coded to PUF (ie. If the absent persons wages are going to PUF the casual shouldn't be)

NAME: _____

SCHOOL: _____

MONTH: _____ 20____

Week # 1	Day	Hours Worked	Overtime (anything over 8 hrs/day)	Hours Absent & Code
	Sun			
	Mon			
	Tue			
	Wed			
	Thur			
	Fri			
	Sat			
TOTAL HOURS				

Week # 2	Day	Hours Worked	Overtime (anything over 8 hrs/day)	Hours Absent & Code
	Sun			
	Mon			
	Tue			
	Wed			
	Thur			
	Fri			
	Sat			
TOTAL HOURS				

Week # 3	Day	Hours Worked	Overtime (anything over 8 hrs/day)	Hours Absent & Code
	Sun			
	Mon			
	Tue			
	Wed			
	Thur			
	Fri			
	Sat			
TOTAL HOURS				

Week # 4	Day	Hours Worked	Overtime (anything over 8 hrs/day)	Hours Absent & Code
	Sun			
	Mon			
	Tue			
	Wed			
	Thur			
	Fri			
	Sat			
TOTAL HOURS				

Week # 5	Day	Hours Worked	Overtime (anything over 8 hrs/day)	Hours Absent & Code
	Sun			
	Mon			
	Tue			
	Wed			
	Thur			
	Fri			
	Sat			
TOTAL HOURS				

MONTHLY TOTAL HOURS = _____

G/L = _____

FOR PAYROLL USE ONLY

Regular hours = GRD2 _____

Hrs X 1.5 = OVRH _____

Stat Holiday Hours = STAT _____

Sick Time Hours = SCKH _____ Balance:

NOTE: ALL HOURS WORKED ARE TO BE RECORDED EACH DAY - EXTRA HRS MUST BE PREAPPROVED BY YOUR PRINCIPAL - OVERTIME IS CALCULATED AFTER 8 HOURS PER DAY

Employee Signature: _____

Principal Signature: _____