

CASUAL HOURLY STAFF TIMESHEET



NAME: _____

POSITION _____

SCHOOL: _____

MONTH: _____ 20_____

Week #	Day	Hours Worked	Over-time	Comments
1				
Sun				
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				

TOTAL HOURS _____

Week #	Day	Hours Worked	Over-time	Comments
2				
Sun				
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				

TOTAL HOURS _____

Week #	Day	Hours Worked	Over-time	Comments
3				
Sun				
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				

TOTAL HOURS _____

Week #	Day	Hours Worked	Over-time	Comments
4				
Sun				
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				

TOTAL HOURS _____

Week #	Day	Hours Worked	Over-time	Comments
5				
Sun				
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				

TOTAL HOURS _____

MONTHLY TOTAL HOURS = _____

G/L = _____

FOR PAYROLL USE ONLY

Regular hours = HR _____

Hrs X 1.5 = OVRH _____

Stat Holiday Hours = STAT _____

NOTE:

- PLEASE INDICATE THE POSITION YOU ARE WORKING (PUF, ADMIN, EA, DAY SUPERVISOR, DAY CUSTODIAN etc).

- PLEASE FILL OUT A SEPARATE TIMESHEET FOR EACH DIFFERENT POSITION YOU WORK

- ALL HOURS WORKED ARE TO BE RECORDED EACH DAY - EXTRA HRS MUST BE PREAPPROVED BY YOUR PRINCIPAL / SUPERVISOR (OVERTIME IS CALCULATED AFTER 8 HOURS PER DAY)

Employee Signature: _____

Principal Signature: _____