



# BI-WEEKLY CUPE TIMESHEET

Name: \_\_\_\_\_  
 Mailing \_\_\_\_\_  
 Address: \_\_\_\_\_

Employee #: \_\_\_\_\_  
 Appointment: \_\_\_\_\_ hours per day

Position: \_\_\_\_\_

Week ending: \_\_\_\_\_ 20\_\_\_\_

Location: \_\_\_\_\_

For Job #s please see over	Hours Worked					Hours Off					Total Hours	Explanation &/or Substituted for:
	Regular	Extra	O.T.	Stat. Holiday	Annual Vacation	Sick Leave	Paid LOA	Unpaid LOA				
<b>Job #</b>												
<b>Day</b>	<b>Date</b>											
Sun												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
<b>Sub Total:</b>												

Week ending: \_\_\_\_\_ 20\_\_\_\_

For Job #s please see over	Hours Worked					Hours Off					Total Hours	Explanation &/or Substituted for:
	Regular	Extra	O.T.	Stat. Holiday	Annual Vacation	Sick Leave	Paid LOA	Unpaid LOA				
<b>Job #</b>												
<b>Day</b>	<b>Date</b>											
Sun												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
<b>Sub Total:</b>												
Pay Period Totals:												

Overtime hours to be banked?	<b>Yes</b>	<b>No</b>
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*I certify the information provided on this time sheet to be complete and true in every respect.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor (Signature) \_\_\_\_\_ Date \_\_\_\_\_

**FOR PAYROLL DEPARTMENT USE ONLY:**

WK	Pay Code	Cost Centre	Hours	Rate	WK	Pay Code	Cost Centre	Hours	Rate

## INSTRUCTIONS FOR COMPLETING TIME SHEETS

Responsibility for completion of the time sheet rests with the individual employee.

All time sheets must be signed where indicated at the bottom of the page, by both the employee and supervisor.

The Payroll Department must receive time sheets at the School Board Office on the Monday following the bi-weekly cut-off date.

### ABSENCE:

The reason for any absence from work must be clearly noted on the time sheet and the hours of absence recorded. Employees must secure approval when the absence is foreseeable. Forms are available for this purpose. Under emergency circumstances, contact your supervisor and make arrangements for the approval forms to be completed in your absence. If the approval form has not been completed and submitted to the payroll office, the absence will be treated as personal and a salary deduction will be made.

### OVERTIME:

All overtime must have prior approval by the Supervisor. Overtime will be paid unless indicated on the time sheet to bank it.

### EXTRA HOURS WORKED:

All extra hours must have an explanation included in the box provided along with the number of the Budget Element to which those hours are to be charged.

### HOURS WORKED:

Hours worked are to be shown in decimal form as follows:

5 min. = .08	10 min. = .17	15 min. = .25
20 min. = .33	25 min. = .42	30 min. = .50
35 min. = .58	40 min. = .67	45 min. = .75
50 min. = .83	55 min. = .92	60 min. = 1.00

### JOB NUMBERS:

All job numbers must be entered on the front of the time sheet in the box allotted at the head of the column.

School Based Job Numbers			
36	Car Prog Asst		24 TA - Crosswalk
38	Ad Ed Asst		41 TA - ESL
5	CA - Elem		25 TA - French
9	CA - Sec		26 TA - Library
10	CA - Sec in chg		28 TA - Science
27	TA - SpEd - Prog		30 TA - Supervision
29	TA - SpEd - SSI		44 TA - Tch Kitchen
35	TA - SpEd - SSII		37 CYC Worker

Facilities & Services Job Numbers			
2	Trades - Const		3 Bus Driver
15	Trades - Elect		34 Bus Driver/Grnds
20	Trades - Mech		13 Custodian
21	Trades - Paint		43 Head Cust
42	Labourer		17 Groundsperson
19	Mechanic		23 Sup School Srv
11	Tech Srv Techn		32 Tr & Grnd Sup

SBO Job Numbers	
4	CA - Ed Dept
6	CA - Fac & Srv
7	CA - Recept
8	CA - Sch Srv
31	TOC Clerk
33	Acct Clerk
22	Payroll Clerk
39	Payl & Ben Ad
46	TOC/Recept