



BI-WEEKLY CUPE TIMESHEET

CUPE REG

CUPE CASUAL

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	PAID Hours Office Use Only	Explanation &/or Substituted for:
	Regular	Extra	O.T.	Stat. Holiday	Annual Vacation	Sick Leave	Paid LOA	Unpaid LOA				
Job #												
Day	Date											
Sun												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sub Total:												

Week ending: _____ 20____

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

Overtime hours to be banked?	Yes	No
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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 - Receipt
8	CA - Sch Srv
31	TOC Clerk
33	Acct Clerk
22	Payroll Clerk
39	Payl & Ben Ad
46	TOC/Receipt