

CASUAL OFFICE CLERICAL TIMESHEET

	One Week Pay Period: From(Sunday)				To:	To:(Saturday)		
	Full Name:							
-	Authorized School Signature / Date					Employ	ee Signature	
RECORD IN 5 MINUTE INCREMENTS (ie 8:35am, 12:50pm)								
Day	Date	Start Time	End Time	Daily Hours	Regular Employee Replaced	Reason for Absence	Position	
Mon								
Tue								
Wed								
Thu								
Fri								
		тот	AL HOURS					
Comments/Other GL instructions:								
Regardless of position, the following MUST be completed or timesheet will be returned.								
ARE YOU A CERTIFIED TEACHER? NO YES								
IF YES, MY ONTARIO COLLEGE OF TEACHER'S # IS:								
*Please note Long Term Casual Clerical DO NOT get paid for Stat Holidays.								
THIS SECTION IS BOARD OFFICE USE ONLY!								
	Receptionist				Budget Code	Budget Code		
	General Duties/ File Clerk				Budget Code			
	Other				Budget Code	Budget Code		

Pay Date: _____