

CASUAL SUPPORT STAFF TIMESHEET



A = ABSENT WITHOUT PAY
BF = BEREAVEMENT FAMILY
BO = BEREAVEMENT OTHER
H = BOARD APPROVED HOLIDAY

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 = _____

FOR PAYROLL USE ONLY	
Regular hours = HR	_____
____ O/T Hrs X 1.5 = OVR	_____
Stat Holiday Hours = STAT	_____

STAT Calculations: Total Hrs in the mth ____ ÷ ____ Reg Hrs = _____	

Employee Signature: _____

Principal Signature: _____