|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee No.:** | | | **Name:** | | | | | |
| **Address:** | | | | | | **For Month of:** | | |
| **City:** | | | | **Postal Code:** | | **Phone:** | | |
|  | | 🡸 Check here if address has changed | | | | | | |
| **DAY** | **SCHOOL** | | | | **START TIME** | | **FINISH TIME** | **HOURS WORKED** |
| **1** |  | | | |  | |  |  |
| **2** |  | | | |  | |  |  |
| **3** |  | | | |  | |  |  |
| **4** |  | | | |  | |  |  |
| **5** |  | | | |  | |  |  |
| **6** |  | | | |  | |  |  |
| **7** |  | | | |  | |  |  |
| **8** |  | | | |  | |  |  |
| **9** |  | | | |  | |  |  |
| **10** |  | | | |  | |  |  |
| **11** |  | | | |  | |  |  |
| **12** |  | | | |  | |  |  |
| **13** |  | | | |  | |  |  |
| **14** |  | | | |  | |  |  |
| **15** |  | | | |  | |  |  |
| **16** |  | | | |  | |  |  |
| **17** |  | | | |  | |  |  |
| **18** |  | | | |  | |  |  |
| **19** |  | | | |  | |  |  |
| **20** |  | | | |  | |  |  |
| **21** |  | | | |  | |  |  |
| **22** |  | | | |  | |  |  |
| **23** |  | | | |  | |  |  |
| **24** |  | | | |  | |  |  |
| **25** |  | | | |  | |  |  |
| **26** |  | | | |  | |  |  |
| **27** |  | | | |  | |  |  |
| **28** |  | | | |  | |  |  |
| **29** |  | | | |  | |  |  |
| **30** |  | | | |  | |  |  |
| **31** |  | | | |  | |  |  |
| **TOTAL HOURS** | | | | | | | |  |

Time sheets mustbe submitted to Payroll **by the 4th of each month** for **payment to be made on the 10th of each month.** If there is a Statutory Holiday between the 4th and 10th, submit earlier.

**Email to:** [**timesheet@rockyview.ab.ca**](mailto:timesheet@rockyview.ab.ca)

*Reference:* AP400 Staff Employment