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| **Logo** | **Time Sheet for Temporary Hourly Staff** | AF400-K  07/2017 |

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| --- | --- |
| Employee Name: | Employee #: |
| Location: | Month: |
| ***Please check the position, if it is not listed check other and then state what position:***  PUF  PIP  Resource  Clerical/Class Assist  Sec/Recep.  Lunchroom/Bus Sup.  Relief Caretaker  Other | |
| Position:       Vacant Position: Yes  No | |
| Replacing Employee: | |
| Reason for Absence: | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Start Time | Finish Time | Time for Lunch | Total Hours  (less lunch) |  | Date | Start Time | Finish Time | Time for Lunch | Total Hours (less lunch) |
| 1 |  |  |  |  |  | 16 |  |  |  |  |
| 2 |  |  |  |  |  | 17 |  |  |  |  |
| 3 |  |  |  |  |  | 18 |  |  |  |  |
| 4 |  |  |  |  |  | 19 |  |  |  |  |
| 5 |  |  |  |  |  | 20 |  |  |  |  |
| 6 |  |  |  |  |  | 21 |  |  |  |  |
| 7 |  |  |  |  |  | 22 |  |  |  |  |
| 8 |  |  |  |  |  | 23 |  |  |  |  |
| 9 |  |  |  |  |  | 24 |  |  |  |  |
| 10 |  |  |  |  |  | 25 |  |  |  |  |
| 11 |  |  |  |  |  | 26 |  |  |  |  |
| 12 |  |  |  |  |  | 27 |  |  |  |  |
| 13 |  |  |  |  |  | 28 |  |  |  |  |
| 14 |  |  |  |  |  | 29 |  |  |  |  |
| 15 |  |  |  |  |  | 30 |  |  |  |  |
|  | | | | |  | 31 |  |  |  |  |
| *Temporary Hourly Personnel will be paid on the next available pay period following receipt of this completed form in Payroll.* | | | | | | | | | **Total** |  |

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s/Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email to: timesheet@rockyview.ab.ca**

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| Budget Code: |

*Reference:* AP400 Staff Employment