

EDUCATIONAL ASSISTANT TIME SHEET

Please send to Payroll			Due by the Monday following end of the pay period. Late submissions are paid in the following pay period.		
Employee Number		listed on bi-weekly pay voucher		Type of Hours Wor	ked (Please Check)
First/Last Name			Job Classification	Casual	Regular
School or Location			EA - 1		
Authorization	Signature	Date	EA - 2		
Principal (or Acting)			EA - 2		
Administration Office			Science Lab Assistants		
Date	Casual Additional	Overtime Extra	Rate Complete for all casual, to	emporary, additional, overtime	e and rate differential hours

Date							
Month	Day	Year					

Casual - Hours	Additional	Overtime	Extra	Kate	Complete for all casual, temporary, additional, overtime and rate differential hours		
	Up to 8 Hrs	Over 8 Hrs	Bus Duty	Differential (EA-1 to EA-2)	Reason for these hours (e.g. break coverage, late bus, WSB, etc.)	If substituting, name of employee being replaced	
					Report all partial hours in decimal format (a	e a 5 minutes/60 minutes = 0.02 hours)	
			□Baı	hk Hours	Report all partial hours in decimal format (e.g. 5 minutes/60 minutes = 0.08 hours)		

Totals >>>

Secretary-Treasurer's Department ST 110 - Goldenrod Revised: 02.05.2016/CK