

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
First/Last Name		
School or Location		

	Type of Hours Worked (Please Check)	
Job Classification	Casual	Regular
EA - 1		
EA - 2		
Science Lab Assistants		

Authorization	Signature	Date
Principal (or Acting)		
Administration Office		

Date		
Month	Day	Year

Casual Hours	Additional	Overtime	Extra Bus Duty	Rate Differential (EA-1 to EA-2)	Complete for all casual, temporary, additional, overtime and rate differential hours	
	Up to 8 Hrs	Over 8 Hrs			Reason for these hours (e.g. break coverage, late bus, WSB, etc.)	If substituting, name of employee being replaced
Totals >>>						

Bank Hours

Report all partial hours in decimal format (e.g. 5 minutes/60 minutes = 0.08 hours)