

Please send to Payroll	Due by the Monday following end of the pay period. Late submissions are paid in the following pay period.
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Employee Number		listed on bi-weekly pay voucher	Type of Hours Worked (Please Check)		
First/Last Name			Job Classification	Casual	Regular
School or Location			EA - 1		
Authorization	Signature	Date	EA - 2		
Principal (or Acting)			Science Lab Assistants		
Administration Office					

Date			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	
Month	Day	Year		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 >>>								Report all partial hours in decimal format (e.g. 5 minutes/60 minutes = 0.08 hours)	

Bank Hours