

Fax to 204.488.4291 (or send to Supervisor)	Time sheets are due at end of pay period. Late submissions are paid in next pay period.
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Employee Number		listed on bi-weekly pay voucher
First/Last Name		
School or Location		

Please Check Type of Work	
<input type="checkbox"/> Caretaking <input type="checkbox"/> Casual Employee <input type="checkbox"/> Pay Out Hours	<input type="checkbox"/> Trades <input type="checkbox"/> Regular Employee <input type="checkbox"/> Bank Hours

Date			Description
Month	Day	Year	Work Done/Employee Replaced

Hours Worked				
Regular (500/512)	Wage Difference (504)	Overtime (150)	Double Time (200)	Supervisor (\$1.00)
Totals >>>				

Totals >>>

Employee Signature	Date

Supervisor Signature	Date