Pembina Trails
School Division
Accomplish Anything

FACILITIES & OPERATIONS TIME SHEET

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.

Employee Number		listed on bi-weekly pay voucher
First/Last Name		
School or Location		

Please Check Type of Work

- ❑ Caretaking
- ❑ Casual Employee
- ❑ Pay Out Hours
- ❑ Trades
- ❑ Regular Employee
- ❑ Bank Hours

Date			Description	Hours Worked				
Month	Day	Year	Work Done/Employee Replaced	Regular (500/512)	Wage Difference (504)	Overtime (150)	Double Time (200)	Supervisor ($1.00)
			Totals >>>					

Employee Signature	Date

Supervisor Signature	Date