# Pembina Trails
## School Division
*Accomplish Anything*

# NON-TEACHING STAFF TIME SHEET
## (excluding EA's)

| Please send to Payroll | Due by the Monday following end of the pay period. Late submissions are paid in the following pay period. |
|---|---|

| | | listed on bi-weekly pay voucher | Authorization | Signature | Date |
|---|---|---|---|---|---|
| **Employee Number** | | | Principal or Lunch Coordinator | | |
| **First/Last Name** | | | Administration Office | | |
| **School or Location** | | | | | |

One category per timesheet

❑ School Secretary  ❑ Library Technician  ❑ Division Office Support Staff

| Payroll Use Only | Date | | | Lunch Supervision — Hours Worked per Day | | Crossing Guards — Shifts per Day (1, 2 or 3) | Casual Hours | Additional Up to 8 Hrs | Overtime Over 8 Hrs | Reason | Substituting for: |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Month** | **Day** | **Year** | **Supervisor** | **Coordinator** | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Totals >>>** | | | | | | | | | | | |

❑ **Bank Hours**

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