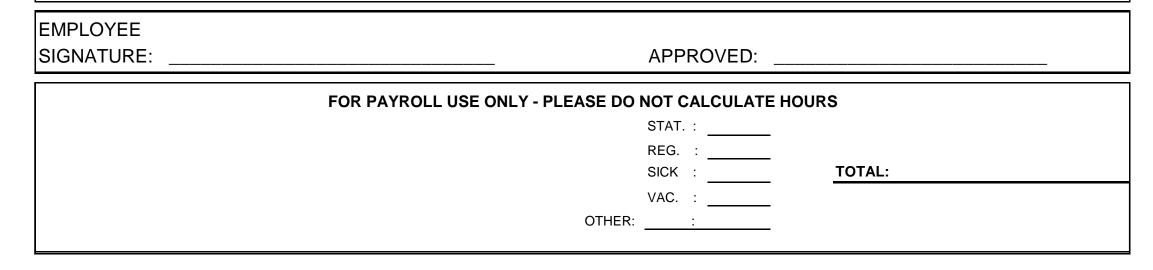
C.U.P.E. SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)

BIWEEKLY TIME SHEET

EMPLOYEE #: EMPLOYEE NAME:							LOCATION: PAY PERIOD ENDING:			
DATE								Hooko		
REGULAR HOURS										
EXTRA HOURS (< 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)	
OVERTIME HOURS (> 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)	
SICK TIME										
FAMILY ILLNESS									RELATIONSHIP:	
VACATION TIME										
LEAVE WITHOUT PAY										
OTHER: STAFF MEETING BEREAVEMENT JURY:									BEREAVEMENT: RELATIONSHIP	
SUBSTITUTING FOR:									NAME:	
USING BANKED HOURS										
TOTAL HOURS - Week 1										
SECOND WEEK	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL HOURS	COMMENTS	
DATE										
REGULAR HOURS										
EXTRA HOURS (< 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)	
OVERTIME HOURS (> 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)	
SICK TIME										
FAMILY ILLNESS									RELATIONSHIP:	
VACATION TIME										
LEAVE WITHOUT PAY										
OTHER: STAFF MEETING BEREAVEMENT JURY:									BEREAVEMENT: RELATIONSHIP	
SUBSTITUTING FOR:									NAME:	
USING BANKED HOURS										
TOTAL HOURS - Week 2										



COMPLETION OF TIMESHEETS

PAYROLL REQUIRES A SEPARATE TIMESHEET FOR EACH ASSIGNMENT ONLY IN THE CASE WHERE AN ASSIGNMENT IS NOT RECOGNISED AS A COMBINED ASSIGNMENT i.e. T.A. & NOONHOUR; SECRETARIAL (2 ASSIGNMENTS).

<u>REGULAR HOURS</u> REFERS TO THE HOURS THAT YOU SPEND AT YOUR REGULAR APPOINTMENT.

STATUTORY HOLIDAYS FOR EMPLOYEES WITH REGULAR APPOINTMENTS ARE RECORDED UNDER REGULAR HOURS.

EXTRA HOURS REFERS TO AN EMPLOYEE WHO WORKS ADDITIONAL HOURS BEYOND THEIR REGULAR APPOINTMENT **UP TO 7 HRS. /DAY**. PLEASE NOTE REASON. HOURS WILL BE PAID OUT IF PREFERENCE ISN'T CIRCLED.

OVERTIME REFERS TO HOURS **GREATER THAN 7 HOURS** WORKED IN ONE DAY, OR 35 HOURS PER WEEK AS STATED IN THE CONTRACT. HOURS WILL BE PAID OUT IF PREFERENCE ISN'T CIRCLED.

SICK TIME REFERS TO YOUR OWN ILLNESS.

FAMILY ILLNESS "ILLNESS IN IMMEDIATE FAMILY" IS TO BE RECORDED UNDER FAMILY ILLNESS TO A MAXIMUM OF 6 DAYS PER SCHOOL YEAR. RELATIONSHIP OF FAMILY MEMBER IS TO BE NOTED IN THE RIGHT HAND COLUMN. (REFER TO ARTICLE 23. (c)

VACATION DAYS REFERS TO HOLIDAYS THAT HAVE BEEN HELD OVER FROM THOSE EARNED AS OF JUNE 30 OF THE PRIOR YEAR AND ARE NOW BEING USED.

<u>OTHER</u> REFERS TO STAFF MEETINGS, JURY DUTY OR WITNESS, OR BEREAVEMENT AND IS DESCRIBED IN RIGHT HAND COLUMN. IF BEREAVEMENT, RELATIONSHIP OF FAMILY MEMBER IS TO BE NOTED IN THE RIGHT HAND COLUMN. (REFER TO ARTICLE 24. (c))

SUBSTITUTING FOR REFERS TO ANY TIME THAT AN EMPLOYEE IS FILLING IN FOR A POSITION THAT IS NOT THEIR OWN REGULAR APPOINTED POSITION. **NOTE:** EMPLOYEE MUST NOTE ON THE TIME SHEET WHO THEY ARE SUBSTITUTING FOR.

<u>USING BANKED TIME</u>: RECORD NUMBER OF HOURS YOU WISH TO BE PAID OUT FROM ACCRUED BANK OF TIME.

NOTE: ALL TIME SHEETS MUST BE SIGNED BY BOTH THE EMPLOYEE AND THEIR IMMEDIATE SUPERVISOR.