



Memo

To: ALL CUPE STAFF
From: Lisa Bronson – CUPE Payroll Clerk
Date: December 11, 2017
Re: **REVISED DOCUMENTS**

We have made revisions to the following forms:

- Biweekly Timesheet
- Casual Biweekly Timesheet
- Leave Application

We're anticipating the timesheet changes will help employees fill out their timesheet, as well as clarify information for payroll purposes. Please only use these updated forms moving forward.

Biweekly Timesheet

- Re-organization of the top section for employee #, name, location and pay period ending.
- A new line below "First or Second Week" to write the date.
- "Other" line; under "Comments", "Bereavement: Relationship" has been added for you to include the relationship to you of the person who passed away.
- Employee Signature and Approved box has been moved, this is the last area of the timesheet that is to be written on by the employee.
- For "Payroll Use Only" has been altered slightly for ease of payroll calculations.

CUPE Leave Application

- This is now a one page form, not a triplicate form.
- Rearrangement of the Personal Data for ease of returning a copy of the Leave App to the employee.
- A check box has been inserted at the “Important” message line. Your absence must be reported to dispatch separately.
- Principal comment line has been removed as it was rarely used.
- A section inserted for the HR Officer’s approval.
- The process is similar to previous: the employee fills out the Leave App, the principal signs it and then it is sent to CUPE Payroll. Once completed by Payroll and HR, a copy will be sent back to the employee.

CUPE Casual Biweekly Timesheet

- The 4:30 note at the bottom of the page has been changed to 4:00, in line with school board office hours. We’ve added the note “(unless a revised date is posted by Payroll)”.
- Removed the note from the bottom regarding referring to the back for abbreviations.

Thank you,
Lisa
CUPE Payroll