





**Catholic Independent Schools Diocese of Prince George**

**Finance Office**

6500 Southridge Ave  
 Prince George BC V2N 5P9  
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Tel: 250-964-4424 Ext 236  
[www.cispg.ca](http://www.cispg.ca)

**Example:**

*I was Teacher in Charge (TIC) for two days.*

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
School Name		<i>Insert School Name Here</i>							Pay Period Start		Aug 19 2017					
Employee Name		<i>Employee Name Here</i>							Pay Period End		Sep 1 2017					
		Hourly Pay?		<input type="checkbox"/>												
		Daily Pay?		<input type="checkbox"/>				Employees Final Pay? Issue ROE		<input type="checkbox"/>						
<i>Please enter Job Code</i>		<b>Hours Worked</b>			<b>Hours Off</b>											
Code		Regular Hours		OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other	Explanation/Notes				
<b>Here → Job Code</b>		TIC														
<b>Day</b>	<b>Date</b>															
Sat	19															
Sun	20															
Mon	21	1.00														
Tue	22	1.00														
Wed	23															
Thu	24															
Fri	25															

**JOB CODE**

EA – Education Assistant/ Sch Secretary/Boc

EAS – Education Assistant (Special)

TIC – Teacher in Charge

ASC – After School

TOC – Teacher on Call

CU – Custodian

**Example:**

*I took my Discretionary day and one extra unpaid day to attend a wedding.*

School Name		<i>Insert School Name Here</i>							Pay Period Start		Aug 19 2017					
Employee Name		<i>Employee Name Here</i>							Pay Period End		Sep 1 2017					
		Hourly Pay?		<input type="checkbox"/>												
		Daily Pay?		<input type="checkbox"/>				Employees Final Pay? Issue ROE		<input type="checkbox"/>						
<i>Please enter Job Code</i>		<b>Hours Worked</b>			<b>Hours Off</b>											
Code		Regular Hours		OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other	Explanation/Notes				
<b>Here → Job Code</b>																
<b>Day</b>	<b>Date</b>															
Sat	19															
Sun	20															
Mon	21															
Tue	22															
Wed	23								1.00			DISC				
Thu	24									1.00		Wedding				
Fri	25															
Sat	26															
Sun	27															
Mon	28															
Tue	29															

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