



How to Fill in Your Timesheet For Hourly/Daily Paid Employees

Example:

*I am an EA and have regular hours. NOTE: If you are paid a **daily rate**, you would enter **1.0** for a full day.*

1	School Name	Insert School Name Here						Pay Period Start	Aug 19 2017			
2							Pay Period End	Sep 1 2017				
3	Employee Name	Employee Name Here										
4												
5		Hourly Pay?	<input type="text"/>									
6		Daily Pay?	<input type="text"/>				Employees Final Pay? Issue ROE	<input type="text"/>				
7												
8												
9	Please enter Job Code		Hours Worked				Hours Off					
10	Code	Regular Hours	OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other	Explanation/Notes	
11	Here →	Job Code	EA									
12	Day	Date										
13	Sat	19										
14	Sun	20										
15	Mon	21	5.75									
16	Tue	22	5.75									
17	Wed	23	5.75									
18	Thu	24	5.75									
19	Fri	25	5.75									
20	Sat	26										
21	Sun	27										
22	Mon	28	5.75									
23	Tue	29	5.75									
24	Wed	30	5.75									
25	Thu	31	5.75									
26	Fri	1	5.75									
27	TOTALS		57.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
28												
29												
30	Employee Signature						Date					

Reference Terms for Hours Off and Other Column

Stat Hol - Statutory Holiday	LOA - Leave of Absence
TOC - Teacher on Call	TIC - Teacher in Charge
DISC - Discretionary Day	BERV - Bereavement

JOB CODE

- EA – Education Assist
- ADM – Administrativ
- Assistant/ School
- Secretary/Bookkeepe
- EAS – Education
- Assistant (Special)
- TIC – Teacher in Char
- ASC – After School Ca
- TOC – Teacher on Cal
- CU – Custodian



Catholic Independent Schools Diocese of Prince George

Finance Office

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Tel: 250-964-4424 Ext 236
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Example:

I am an EA with two payrates and do After School Care

Please enter Job Code		Hours Worked			Hours Off								Explanation/Notes	JOB CODE	
Job Code	EA	EA	ASC	OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other				
Day	Date														
at	19														
un	20														
lon	21	4.00	3.00	0.50											
ue	22	4.00	3.00	0.50											
Ved	23	4.00	3.00	0.50											
hu	24	4.00	3.00	0.50											
ri	25	4.00	3.00	0.50											
at	26														
un	27														
lon	28	4.00	3.00	0.50											
ue	29	4.00	3.00	0.50											
Ved	30	4.00	3.00	0.50											
hu	31	4.00	3.00	0.50											
ri	1	4.00	3.00	0.50											
TOTALS		40.00	30.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Reference Terms for Hours Off and Other Column

Stat Hol - Statutory Holiday	LOA - Leave of Absence
TOC - Teacher on Call	TIC - Teacher in Charge



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Example:

I was sick one day (same will apply for a Sick family day, hours are recorded under "Sick Family" column instead).

Hourly Rate

Code		Regular Hours	OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other	Explanation/Notes
Here →	Job Code	EA									
Day	Date										
Sat	19										
Sun	20										
Mon	21	5.75									
Tue	22	0.00				5.75					
Wed	23	5.75									
Thu	24	5.75									
Fri	25	5.75									
Sat	26										
Sun	27										
Mon	28	5.75									
Tue	29	5.75									
Wed	30	5.75									
Thu	31	5.75									
Fri	1	5.75									
TOTALS		51.75	0.00	0.00	0.00	0.00	5.75	0.00	0.00	0.00	0.00

Daily Rate

Code		Regular Hours	OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other	Explanation/Notes
Here →	Job Code	EA									
Day	Date										
Sat	19										
Sun	20										
Mon	21	1.00									
Tue	22	1.00				1.00					
Wed	23	1.00									
Thu	24	1.00									
Fri	25	0.50									
Sat	26										
Sun	27										
Mon	28	1.00									
Tue	29	1.00									

JOB CODE
 EA – Education A
 ADM – Administ
 Assistant/ Schoo
 Secretary/Bookk
 EAS – Education
 Assistant (Specia
 TIC – Teacher in
 ASC – After Scho
 TOC – Teacher o
 CU – Custodian



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Example:

I was sick one day one week, and took a Friday off without pay the following week. NOTE: If you are paid a daily rate, you would enter 1.0 for a full day.

Please enter Job Code		Hours Worked				Hours Off					Explanation/Notes	JOB CODE EA – Education Assistant ADM – Administrative Assistant/ School Secretary/Bookkeeper EAS – Education Assistant (Special) TIC – Teacher in Charge ASC – After School Care TOC – Teacher on Call CU – Custodian
Code	Job Code	Regular Hours	OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other		
1	Here →	ADM										
2	Day	Date										
3	Sat	19										
4	Sun	20										
5	Mon	21	7.50									
6	Tue	22	7.50									
7	Wed	23	7.50									
8	Thu	24	0.00					7.50				
9	Fri	25	7.50									
0	Sat	26										
1	Sun	27										
2	Mon	28	7.50									
3	Tue	29	7.50									
4	Wed	30	7.50									
5	Thu	31	7.50									
6	Fri	1	0.00						7.50			
7	TOTALS		60.00	0.00	0.00	0.00	0.00	0.00	7.50	0.00	7.50	0.00
8	Reference Terms for Hours Off and Other Column Stat Hol - Statutory Holiday LOA - Leave of Absence TOC - Teacher on Call TIC - Teacher in Charge DISC - Discretionary Day BERV - Bereavement											
9												
0	Employee Signature					Date						



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Example:

There is a statutory holiday this month that I qualify for.

Here →	Job Code	ADM												
Day	Date													
Sat	19													
Sun	20													
Mon	21	7.50												
Tue	22	7.50												
Wed	23	7.50												
Thu	24	7.50												
Fri	25	7.50												
Sat	26													
Sun	27													
Mon	28	7.50												
Tue	29	0.00				7.50							THANKSGIVING DAY	
Wed	30	7.50												
Thu	31	7.50												
Fri	1	7.50												
TOTALS		67.50	0.00	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

EA – Educa
 ADM – Adr
 Assistant/ s
 Secretary/t
 EAS – Educ
 Assistant (S
 TIC – Teach
 ASC – After
 TOC – Teac
 CU – Cust

Example:

I am paid a daily rate, I took a day off because my son/daughter graduated.

Please enter Job Code		Hours Worked		Hours Off										Explanation/Notes	JOB COD		
Code		Regular Hours	OT	Stat Hol	Vacation	Sick	Sick Family	Paid LOA	Unpaid LOA	Other							
Here →	Job Code	ADM															
Day	Date																
Sat	19																
Sun	20																
Mon	21	1.00															
Tue	22	1.00															
Wed	23	1.00															
Thu	24	1.00															
Fri	25	0.00												1.00 CONV			
Sat	26																

EA – Educ
 ADM – Ac
 Assistant/
 Secretary,
 EAS – Edu
 Assistant i
 TIC – Teac
 ASC – Aft
 TOC – Tea
 CU – Cust