



INSTRUCTIONS FOR COMPLETING TIME SHEET
(FOR EMPLOYEES PAID AN HOURLY or DAILY RATE)

Responsibility for completion of time sheet rests with the individual employee.

All time sheets must be signed where indicated at the bottom of the page, by both the employee and the Principal.

ABSENCE

The reason for any absence from work must be clearly noted on the time sheet and the hours/days of absence recorded.

Employees must secure approval from the Principal for any foreseeable absences by completing the LEAVE APPLICATION AND APPROVAL form.

Under emergency or unforeseen circumstances, contact the Principal and arrange for approval forms to be completed in your absence. LEAVE APPLICATION AND APPROVAL forms must be submitted to the CISPG Finance Office to process the leave accurately in the payroll system.

OVERTIME

Authorization for overtime hours must have written, prior approval, from the Principal.

Overtime hours shall be paid in advance in accordance with the Employment Standards Act.

Overtime hours will be paid in the pay period worked.

HOURS WORKED – EMPLOYEES MUST INDICATE ON TIMESHEET IF THEY ARE PAID HOURLY OR DAILY RATE

Hours worked must be recorded in decimal form as follows:

15 min = .25	20 min = .33
30 min = .50	40 min = .67
45 min = .75	60 min = 1.0

DAYS WORKED – EMPLOYEES MUST INDICATE ON TIMESHEET IF THEY ARE PAID HOURLY OR DAILY RATE

Days worked must be recorded in decimal form as follows:

One full day = 1.0	Quarter of full day = .25
Half day = .5	Three quarters of full day = .75

JOB CODE

All job codes must be entered on the front of the time sheet in the box allotted at the head of the column.

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	