

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

EMPLOYEE # _____

LOCATION: _____

EMPLOYEE NAME							PAY PERIOD ENDING		
FIRST WEEK	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL HOURS	COMMENTS
REGULAR HOURS									
EXTRA HOURS (< 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)
OVERTIME HOURS (Actual Time Worked) (> 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)
SICK TIME									
FAMILY ILLNESS									RELATIONSHIP:
VACATION TIME									
LEAVE WITHOUT PAY									
OTHER: STAFF MEETING BEREAVEMENT JURY: DUTY/WITNESS									
SUBSTITUTING FOR:									NAME:
USING BANKED HOURS									
TOTAL HOURS - Week 1									
SECOND WEEK	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL HOURS	COMMENTS
REGULAR HOURS									
EXTRA HOURS (< 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)
OVERTIME HOURS (Actual Time Worked) (> 7 Hrs)									BANKED PAID OUT (PLEASE CIRCLE YOUR OPTION)
SICK TIME									
FAMILY ILLNESS									RELATIONSHIP:
VACATION TIME									
LEAVE WITHOUT PAY									
OTHER: STAFF MEETING BEREAVEMENT JURY: DUTY/WITNESS									
SUBSTITUTING FOR:									NAME:
USING BANKED HOURS									
TOTAL HOURS - Week 2									
PLEASE DO NOT WRITE IN THIS AREA									
FOR OFFICE USE ONLY - DO NOT CALCULATE HOURS					STAT. : _____				
					REG. : _____				
					SICK : _____				
					VAC. : _____				
					OTHER: _____				
NOTE: SEE INSTRUCTIONS ON REVERSE					TOTAL: _____				
CLAIMANT					APPROVED				

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).

REGULAR HOURS 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.

OVERTIME REFERS TO HOURS **GREATER THAN 7 HOURS** WORKED IN ONE DAY, OR 35 HOURS PER WEEK AS STATED IN THE CONTRACT.

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.

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.

OTHER REFERS TO STAFF MEETINGS, JURY DUTY OR WITNESS, BEREAVEMENT (RELATIONSHIP), ETC. AND DESCRIBED IN RIGHT HAND COLUMN.

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.

USING BANKED TIME: 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.