

Temporary & Casual Timesheet

Name: _____ **Empl #** _____ **Pay Period Ending:** _____

POSITION	NAME OF EMPLOYEE BEING REPLACED								Week 1 Subtotal								Week 2 Subtotal	Total	
		SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT			
Custodial/Maintenance																			
Custodian III																			
Bus Driver																			
Labourer																			
Student Labourer																			
Admin/Support																			
Admin Assist II																			
Library Assist																			
N/H Supervisor																			
Teacher Assist I																			
Teacher Assist II																			
First Nations EAll																			
Strong Start Facilitator																			
Stat./Sick/Pers. Bus.																			

Appointed Hours	Converted Hours	Appointed Hours	Converted Hours
0.5	0.55	4	4.4
1	1.1	4.5	4.95
1.5	1.65	5	5.5
2	2.2	5.5	6.05
2.5	2.75	6	6.6
3	3.3	6.5	7.15
3.5	3.85	7	7.7

** Casual employee filling in for Teacher Assistants, Library Assistants, First Nations EA's, Strong Start Facilitators or Noon Hour Supervisors will need to use this chart.*

Administrator: _____

Employee _____