

CASUAL OFFICE CLERICAL TIMESHEET

			(Sunda	<i>)</i> /	(Saturday)		
ull Name	:						
Λυ t hα	arizad Cabaal	Signature / D	unto.			a Cianatura	
•				CREMENTS (ie 8:35am.			
Date	Start Time	End Time	Daily Hours	Regular Employee Replaced	Reason for Absence	Position	
TOTAL HOURS					_		
`ammant	o/Othor CL	inatruations:		•			
THIS SECTION IS BOARD OFFICE USE ONLY!							
Receptionist				Budget Code			
General Duties/ File Clerk				Budget Code			
Other							
	Authonic Date Omment egardle RE YOU YES, Market Please Record	Authorized School REC Date Start Time TOT omments/Other GL egardless of positi RE YOU A CERTIFI YES, MY ONTARIO Please note Long Receptionist	Authorized School Signature / D RECORD IN 5 N Date Start Time End Time TOTAL HOURS omments/Other GL instructions: egardless of position, the folion RE YOU A CERTIFIED TEACHE YES, MY ONTARIO COLLEGE Please note Long Term Casua THIS S Receptionist	Authorized School Signature / Date RECORD IN 5 MINUTE INC Date Start Time End Time Daily Hours TOTAL HOURS Omments/Other GL instructions: egardless of position, the following MUS RE YOU A CERTIFIED TEACHER? NO EYES, MY ONTARIO COLLEGE OF TEACH Please note Long Term Casual Clerical E THIS SECTION Receptionist	Date Start Time End Time Daily Hours Regular Employee Replaced TOTAL HOURS Omments/Other GL instructions: egardless of position, the following MUST be completed or time RE YOU A CERTIFIED TEACHER? NO YES YES, MY ONTARIO COLLEGE OF TEACHER'S # IS: Please note Long Term Casual Clerical DO NOT get paid for State THIS SECTION IS BOARD OFFICE Receptionist Budget Code	Authorized School Signature / Date RECORD IN 5 MINUTE INCREMENTS (ie 8:35am, 12:50pm) Date Start Time End Time Daily Regular Employee Reason for Absence TOTAL HOURS Omments/Other GL instructions: egardless of position, the following MUST be completed or timesheet will be return RE YOU A CERTIFIED TEACHER? NO YES EYES, MY ONTARIO COLLEGE OF TEACHER'S # IS: Please note Long Term Casual Clerical DO NOT get paid for Stat Holidays. THIS SECTION IS BOARD OFFICE USE ONLY! Receptionist Budget Code	

Pay Date: