



# School Support Staff Timesheet

School District No. 78 (Fraser-Cascade)

Employee: \_\_\_\_\_

Location: \_\_\_\_\_

Pay period number: \_\_\_\_\_

Pay period start date: \_\_\_\_\_

Pay period end date: \_\_\_\_\_

A Request for Leave Form must be completed for all absences

Day	Insert Dates Month and Day	Hours worked	Details	Supervisor Initials
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total:

**For Payroll Office Use Only:**

Earnings Code	Total hours	Rate	Account Distribution	Project

\_\_\_\_\_  
Employee signature Date

\_\_\_\_\_  
Supervisor signature Date