



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				

0.00

For Payroll Office Use Only:

Earnings Code	Total hours	Rate	Account Distribution	Project

Employee signature Date

Supervisor signature Date