



# CASUAL Call-Out TIMESHEET

As of July 2022

Surname		Given			Pay Period (see schedule)
Month and Day	Time IN	Time Out	Total Hours	Staff member being replaced and position	Supervisor's Initials
<b>Total Hours worked this pay period</b>					

In order to be paid at the correct rate of pay, please enter the name of the person you are replacing. Timesheets must be in to Payroll before **NOON** Monday for payment on Friday. Casual staff will not be paid more than the person they are replacing, so your pay may differ from your timesheet.  
**NOTE:** As of Jan 2022 the Government has issued 5 days of paid sick leave for those employees that do not have sick leave. This is for January to December of each year after 90 days of employment. **Please note on your timesheet the days that you drove to Boston Bar.**

\_\_\_\_\_  
 Signature

For office use:			
Pay Code	Hours	Rate of Pay	Distribution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>30</b> Travel	_____	\$ 82.50 (132 km round trip to Boston Bar only)	_____
_____	Union dues (based on \$1.00 per day)	_____	Pay Period _____