

EMPLOYEE #: \_\_\_\_\_

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

# REVISIONS ONLY

## REGULAR EMPLOYEE

### CUPE 947 TIMESHEET



PAY PERIOD ENDING: \_\_\_\_\_  
(month/day/year)

DATE	Use a separate column for hours worked for each G/L code and hourly rate												Use columns A,B,C,D to show allocation of hours if necessary Total for all columns will be added																			
	A			B			C			D			SICK LEAVE				VACATION				Other <small>*Select pay code below</small>				Unpaid Leave							
	REG	1.5	2.0	REG	1.5	2.0	REG	1.5	2.0	REG	1.5	2.0	A	B	C	D	A	B	C	D	A	B	C	D								
Date																																
SUN																																
MON																																
TUE																																
WED																																
THU																																
FRI																																
SAT																																
SUN																																
MON																																
TUE																																
WED																																
THU																																
FRI																																
SAT																																
<b>Pay Period Totals:</b>																																
Pay Codes:	20	22	23	20	22	23	20	22	23	20	22	23	70				72															
	A			B			C			D			A	B	C	D	A	B	C	D	A	B	C	D								
RATE																																
G/L CODE																																

TOTAL HRS:

Employee Name & Reason Replacing \_\_\_\_\_

\* EMPLOYEE SIGNATURE: \_\_\_\_\_

\* SUPERVISOR AUTHORIZATION: \_\_\_\_\_

\*MUST BE ORIGINAL SIGNATURES

- \* PAID LEAVE CODES**
- 31 Crossing Guard
  - 43 Union Paid Sick Leave
  - 50 Statutory Holiday
  - 51 Education Leave Paid
  - 61 Bereavement
  - 64 Spring Break Earned
  - 69 Emergency Leave
  - 73 Long Service Vacation
  - 74 Union Business-Brd Paid
  - 75 Union Business-Union Pd

- \* UNPAID LEAVE CODES**
- 52 Education Leave Unpaid
  - 71 Sick Leave Unpaid
  - 80 Personal Leave Unpaid

- \* BANKED TIME CODES**
- 24 OT 1.5 Banked
  - 25 OT 2.0 Banked
  - 26 Time Banked 1.0