Greater VICTORIA School District

EMPLOYEE #: _____

NAME: _____

LOCATION: _____

REVISIONS ONLY

REGULAR EMPLOYEE

CUPE 947 TIMESHEET

PAY PERIOD ENDING: _____
(month/day/year)

		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												
DATE		A			B			C			D			SICK LEAVE				VACATION				Other *Select pay code below				Unpaid Leave
		REG	1.5	2.0	REG	1.5	2.0	REG	1.5	2.0	REG	1.5	2.0													
	Date													A	B	C	D	A	B	C	D	A	B	C	D	
SUN																										
MON																										
TUE																										
WED																										
THU																										
FRI																										
SAT																										
SUN																										
MON																										
TUE																										
WED																										
THU																										
FRI																										
SAT																										
Pay Period Totals:																										
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