



SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)  
 634 – 6<sup>th</sup> Avenue East Prince Rupert, BC V8J 1X1  
 Phone: (250) 624-6717 Fax: (250) 624-6517

**CASUAL EMPLOYEE TIME SHEET**

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_ Month: \_\_\_\_\_

Date	Hours Worked	Name of Absent Employee	School/ Location	Program	Admin Signature	GL Code (SB Office Use Only)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
<b>Total Hours:</b>						

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

**Please submit timesheet to Payroll Department at School Board Office every Friday; Fax: (250) 627-8330.**