

# TURTLE MOUNTAIN SCHOOL DIVISION

2 – K1

## NON-TEACHING BANKED/OVERTIME “TIME SHEET”

\_\_\_\_\_  
NAME

\_\_\_\_\_  
OCCUPATION

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
WEEK OF

| Day                        | Monday                                     | Tuesday                                    | Wednesday                                  | Thursday                                   | Friday                                     |
|----------------------------|--|--|--|--|--|
| Time of<br>banked/overtime | (start) _____<br><br>to<br><br>(end) _____ | (start) _____<br><br>to<br><br>(end) _____ | (start) _____<br><br>to<br><br>(end) _____ | (start) _____<br><br>to<br><br>(end) _____ | (start) _____<br><br>to<br><br>(end) _____ |
| Number of<br>Hours Worked  |  |  |  |  |  |
| Reason                     |  |  |  |  |  |

Banked/Overtime to be:             Paid Out

Banked

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Administrator’s Signature