

# TURTLE MOUNTAIN SCHOOL DIVISION

2 - K

## NON-TEACHING CASUAL "TIME SHEET"

\_\_\_\_\_  
NAME

\_\_\_\_\_  
OCCUPATION

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
DATE

Insert hours worked under day of week

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours

Charge To:

- Sick
- Vacation
- LOA
- Other \_\_\_\_\_

Replacement For:

Name \_\_\_\_\_

Regular Time \_\_\_\_\_ @ \_\_\_\_\_

Overtime \_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Administrator's Signature