



THE HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

This form is to be used for reporting hours worked by casual employees and extra hours worked by permanent employees. It is to be submitted to Payroll and Benefit Services at (613)966-4092 by the cut-off dates outlined in the "Non-teaching Pay Schedule Sheet" which is now available on the Board website.

NAME: _____ EMPLOYEE I.D.: _____ (Must be noted on time sheet)

COMPLETE THE FOLLOWING IF YOU ARE SUBMITTING A TIME SHEET FOR THE FIRST TIME. A "VOID" CHEQUE MUST BE ATTACHED.

HOME ADDRESS: _____ PHONE: _____
(Street, City, Postal Code)

BIRTHDATE: _____ (Year, Mo, Day) SOCIAL INS. #: _____

DATE WORKED	LOCATION	NAME OF PERSON REPLACED AND POSITION OR ADDITIONAL HOURS	SEMS JOB NUMBER	ADDITIONAL HOURS APPROVED BY (Must indicate who has approved additional hrs.)	TOTAL HOURS WORKED	ACCOUNT TO CHARGE (if not covered centrally)	✓ Here If Assignment is the 11 th Day or More Following 10 Consecutive Days of work	SIGNATURE OF APPROVAL (Principal or Designate)
TOTAL HOURS WORKED:								

EMPLOYEE'S SIGNATURE: _____

(Must Be Signed In Order to be Processed)

The personal information contained on this form has been collected under the authority of the Education Act, R.S.O. 1980, c. 129, as amended and will be used to calculate and pay casual employee remuneration.