



634 6th Avenue East
 Prince Rupert BC V8J 1X1
 Payroll: 250-627-0779 Fax: 250-672-8330
 Reception: 250-624-6717 Fax: 250-624-6517

TEACHER-ON-CALL TIMESHEET

PRINT NAME OF SUBSTITUTE _____ EMPLOYEE NO: _____ MONTH _____

NOTE: Time sheets must be received not later than the first working day of each month. Cheques will be issued on the 8th day of each month. Mornings at elementary schools are .6, afternoons are .4 – mornings and afternoons at high schools are both .5. A teacher on call reporting to work when called shall receive a minimum one-half (1/2) day's pay.

Please Indicate (X)			Date	Name of Regular Teacher for whom Substituting	School	Admin Signature
FULL DAY	A.M. .5/.6	P.M. .5/.4				
			01			
			02			
			03			
			04			
			05			
			06			
			07			
			08			
			09			
			10			
			11			
			12			
			13			
			14			
			15			
			16			
			17			
			18			
			19			
			20			
			21			
			22			
			23			
			24			
			25			
			26			
			27			
			28			
			29			
			30			
			31			

TOTAL DAYS SUBSTITUTED _____

SIGNATURE OF SUBSTITUTE TEACHER _____

OFFICE USE ONLY

Compared to Principal's Report: _____ Checked: _____