RENFREW COUNTY DISTRICT SCHOOL BOARD SUPPORT STAFF TIME SHEET

NAME	LOCATION	EMPLOYEE #	EMPLOYEE TYPE	PERIOD ENDING

DATES	HOURS WORKED									LEAVE HOURS WITH PAY							PAYROLL USE ONLY
	REG. RATE		OVERTIME RATE														
	SCHED. HOURS	EXTRA HOURS	REG.	CALL WITH NOTICE	BACK WITHOUT NOTICE	TO BE BANKED ✓	MEAL ALLOW.	AUTH.	REASON CODE	BANKED OVERTIME HOURS	VACATION	STAT. HOLIDAY	SICK LEAVE	SPECIAL LEAVE *	OTHER LEAVE *	LEAVE WITHOUT PAY *	
TOTAL HOURS																	

* **NOTE:** PLEASE COMPLETE LEAVE FORM FOR OTHER LEAVE, LEAVE WITHOUT PAY, OR SPECIAL LEAVE.

SIGNATURE OF EMPLOYEE

CERTIFIED BY