



# Beautiful Plains School Division

## Hourly Employee Time Sheet

EMPLOYEE'S NAME:					
TIME PERIOD:			to		
	<i>Month</i>	<i>Day</i>		<i>Month</i>	<i>Day</i>

POSITION:	SCHOOL:
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Month	Day	Hours	Absence Code	Month	Day	Hours	Absence Code
	1				16		
	2				17		
	3				18		
	4				19		
	5				20		
	6				21		
	7				22		
	8				23		
	9				24		
	10				25		
	11				26		
	12				27		
	13				28		
	14				29		
	15				30		
					31		

TOTAL HOURS

ABSENCE	CODE
Sickness	SS
Stat. Holiday	SH
Compassionate	CL
Personal Day with Pay	PW
Personal Leave	PL
In-Service	IN
Family Medical Leave	FM
Other	(specify)

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

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

DIVISION OFFICE USE	
Current Hours Paid	

\_\_\_\_\_  
Division Approval