



RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

CLASSIFICATION

Time Sheet  
(Complete in Entirety)

Employee's Name: \_\_\_\_\_  
First Name Initial Surname

Address: \_\_\_\_\_  
No. Street R.R.# City  
 \_\_\_\_\_  
Province Postal Code Phone Number

S.I.N.: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
DD/MM/YY

- Casual ECE
- Casual Educational Assistant
- Bus/Noon Hour Supervisor
- Supply Bus/Noon Hour Supervisor
- School Secretary
- Casual Secretary/Clerk
- Replacement Caretaker
- Temporary Help - Plant
- Tutors in the Classroom
- OFIP Tutors
- Other (Specify): \_\_\_\_\_

Date	Hours	Person Being Replaced	Reason for Replacement
<b>Total</b>		Please see pay schedule for submission dates for sheets and pay dates.	

School: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_  
 Approved By: \_\_\_\_\_

FOR OFFICE USE ONLY				
	<i>Reg. Hours</i>	<i>Other</i>	<i>Statutory Holidays</i>	<i>Vacation Pay</i>
Total Hours				
Rate				
Totals				
			Total Pay	

PLEASE SUBMIT TO THE PAYROLL DEPARTMENT

Paid \_\_\_\_\_