TMSD

TURTLE MOUNTAIN SCHOOL DIVISION
SECTION F: HUMAN RESOURCES/PERSONNEL

**Administrative
Procedure
Form-F9**

NON-TEACHING BANKED/OVERTIME "TIMESHEET"

_____
NAME

_____
OCCUPATION

_____
SCHOOL

_____
WEEK OF

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time of banked/overtime	(start) _____ to (end) _____	(start) _____ to (end) _____	(start) _____ to (end) _____	(start) _____ to (end) _____	(start) _____ to (end) _____
Number of Hours Worked					
Reason					

Banked/Overtime to be: [ ] Paid Out

[ ] Paid Out

_____
Employee Signature

_____
Employee Signature

_____
Administrator's Signature