



NON-TEACHING CASUAL "TIME SHEET"

NAME _____

OCCUPATION _____

SCHOOL _____

DATE _____

Insert hours worked under day of week

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours

Charge To:

- ☐ Sick
☐ Vacation
☐ LOA
☐ Other: _____

Replacement For:

Name: _____

Regular Time: _____@_____

Overtime: _____@_____

Employee Signature

Supervisor Signature

Division Administrator's Signature