



Casual Support Staff Time Sheet

Name: _____

School: _____

Month/Year: _____

Date				Extra *** Hours	Reason for Overtime and/or Comments
	Hours	Hours	Hours		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total					<input type="text"/>
					<input type="text"/>

Employee's Signature

Authorization

*** Please use comment line to describe program extra hours