

TURTLE MOUNTAIN SCHOOL DIVISION

2 – K1

NON-TEACHING BANKED/OVERTIME “TIME SHEET”

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

Banked

Employee’s Signature

Supervisor’s Signature

Administrator’s Signature