Fort McMurray Public Schools

ATA

Regular Employee
Acting Admin/Night School/Summer School

Name: _____   School: _____

_____
(From- To)

Date Month/Day	Day		Acting Admin	Night School	Summer School	Other	Reason	Admin Approval
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Sat/Sun							
Total Hours								

_____
Date

_____
Employee's signature

_____
Account code   **Please Note: Cut off is noon on Thursday the week before Payday. Late timesheets will be processed on the following Payday**