



Instruction Sheet for Filling Out:

Regular Employee (Custodians & Maintenance – Golden Sheet)
Overtime/Additional Hours

Name: (First Name & Last Name) Position: (Job that hours are for) Pay Period: (Please refer to the CUPE pay period schedule on FMPSD Website)

Date	Lead Hand Hours	O/T Hours	ADD Hours	Pay	Bank
Date hours are worked	Hours working as Head Custodian	Hours > 8 hours, or hours > 40 hours per week as per the Collective Agreements and District Policy	Hours < 8 hours > regular hours, as per Collective Agreement and District Policy	Paid by payroll with receipt of completed sheet	Banked time should be entered by custodian supervisor.
				May sure to tick pay	or bank. If neither
				Checked it will be	paid.

(Today's Date) (Your Signature) _____
 Date Employee's Signature

(Your administrator's signature)
 Supervisor

Account Code: (Used by HR Department) _____

For additional information, please staple sheet to this page or use this space.