



Instruction Sheet for Filling Out:

Regular Employee (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	EA's: Reason to include first and last name of teacher covering. If hours as TAS are more than current job, input all hours worked as Lead Hand, and hours more than regular hours as additional hours and O/T hours as described in the columns to the right.	Hours > 7 hours, or as per Collective Agreement & District Policy for all District Office CUPE and School Secretaries. Hours > 8 hours for District Office /School Secretaries or as per Collective Agreement & District Policy.	Hours < 7 hours > regular hours or as per Collective Agreement & District Policy for District Office/School Secretaries. Hours < 8 hours > regular hours as per Collective Agreement & District Policy	Paid by payroll with receipt of completed sheet	Banked time should be entered by the school.
				May sure to tick pay	or bank. If neither
				Checked it will be	paid.

(Today's Date)
Date

(Your Signature)
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.