



Instruction Sheet for Filling Out:

CASUAL TIME CARD (Custodians & Maintenance – Green Sheet)
Overtime/Additional Hours

Name: (First Name & Last Name) Position: (Casual Custodian)
Website)

Pay Period: (Please refer to the CUPE pay period schedule on FMPSD

Date	Name of Employee Replaced	School	REG	OT	ADD	LEAD HAND	SHIFT	EMPLOYEE	EMPLOYER
Date hours are worked	First name & last name of person being replaced	School	Hours Worked	Hours >8 hours per day	Hours > 7 hours but < 8 hours	N/A	N/A	N/A	N/A

(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.