

**SCHOOL DISTRICT # 45 (WEST VANCOUVER)**  
**WEEKLY TIMESHEET – SUPPORT STAFF**

**NAME:** \_\_\_\_\_

**WEEK ENDED:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **REPLACING:** \_\_\_\_\_  
(EMPLOYEE NAME IF KNOWN)

**ENTER THE ACTUAL NUMBER OF HOURS WORKED ONLY**

| Shaded Area for Payroll Use Only |                   |       |     |             |      |      |         |
|----------------------------------|-------------------|-------|-----|-------------|------|------|---------|
|                                  | DATE<br>Month/Day | HOURS | JOB | PAY<br>TYPE | RATE | RATE | ACCOUNT |
| SUN                              |                   |       |     |             |      |      |         |
| MON                              |                   |       |     |             |      |      |         |
| TUES                             |                   |       |     |             |      |      |         |
| WED                              |                   |       |     |             |      |      |         |
| THURS                            |                   |       |     |             |      |      |         |
| FRI                              |                   |       |     |             |      |      |         |
| SAT                              |                   |       |     |             |      |      |         |

**EMPLOYEE OR SUPERVISOR COMMENTS:**

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|  |

**I Certify that the total hours worked by  
me are correctly recorded above**

**Approved by Supervisor**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature