PORTAGE COLLEGE
Box 417 Lac La Biche, AB T0A 2C0

SEMI-MONTHLY ATTENDANCE REPORT
(For Casual Employees)

Please ensure this timesheet has budget codes and is signed by a supervisor before submitting to HR or it will be returned to the department.

NAME: _____

Employee No. _____ Budget Code _____

Commencement Date _____ Month/Year _____

	Day	Regular Hours From	To	BUDGET CODE if using *more* than one Budget code	Expenditure Officer / Supervisor Signature	Daily Total
PAY PERIOD 1	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
					Total – PP 1	
PAY PERIOD 2	16					
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	29					
	30					
	31					
					Total – PP 2	

FOR OFFICE USE ONLY

Earnings

Code	Rate	Type	Rev	Units	Rate of Pay	User Code	Input / Centre Code

Terminations

Term Code	Termination Date YY	MM	DD	Expected Return YY	MM	DD

Translator #_____

_____ _____
Date Entered

_____ _____
Date Verified

Remarks

If an ROE needs to be issued please write FINAL TIMESHEET above and fill out the two questions below, stating YES and a reason for leaving:

***IS EMPLOYEE'S ASSIGNMENT COMPLETE? _____

***REASON FOR TERMINATION_____

Supervisor/ Expenditure Officer _____ Employee_____

PLEASE ensure that everything has been filled out before submitting timesheets to HR.
Time sheets without budget codes and signatures will be returned to the department to be completed and may miss payroll processing