



SUBSTITUTE/CASUAL TIMESHEET

KAINAI BOARD OF EDUCATION

"Our Children are our Future"

PO Box 240
Standoff, Alberta
Tol1Yo
Phone: 403-737-3966
Fax: 403-737-2361

Instructions: Fill out all fields on time sheet and submit the Friday before next payroll.
Payments will occur the following KBE payroll.

NAME:	CERTIFIED: _____Y _____N
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DATE	AM/PM	SCHOOL	NAME OF ABSENT TEACHER/EMPLOYEE	SUPERVISOR INITIAL	TOTAL HOURS
WEEKLY TOTALS					

SIGNATURE:	DATE:
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HR Review: _____ Date: _____

Approved: _____ Days _____ Hours

NOTE: all approved subs/casuals must have all documentation in to the board office beginning of every school year.