



634 6<sup>th</sup> Avenue East  
 Prince Rupert BC V8J 1X1  
 Payroll: 250-627-2112 Fax: 250-627-8330  
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**TEACHER-ON-CALL TIMESHEET**

PRINT NAME OF SUBSTITUTE: \_\_\_\_\_ EMPLOYEE NO: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

- **Timesheets are due after the last working day in the month.**
- **All Schools:** When working a full day, put an "X" in column "FULL DAY".
- **Elementary Schools & Middle School:** When working only morning shift, put an "X" in column "A.M. 0.6 FTE".  
When working only afternoon shift, put an "X" in column "P.M. 0.5 FTE".
- **High School & Alternate School:** When working only morning shift, put an "X" in column "A.M. 0.5 FTE".  
When working only afternoon shift, put an "X" in column "P.M. 0.5 FTE".
- **Note:** A TTOC reporting to work when called shall receive a minimum of a 0.5 FTE pay.

Please Indicate (X)				Date	Name Of Regular Teacher For Whom Substituting	School	Admin Signature
FULL DAY	A.M. 0.6 FTE	A.M. 0.5 FTE	P.M. 0.5 FTE				
				01			
				02			
				03			
				04			
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				28			
				29			
				30			
				31			
				<b>Sub-Totals</b>			
				<b>TOTAL FTE:</b>	_____		