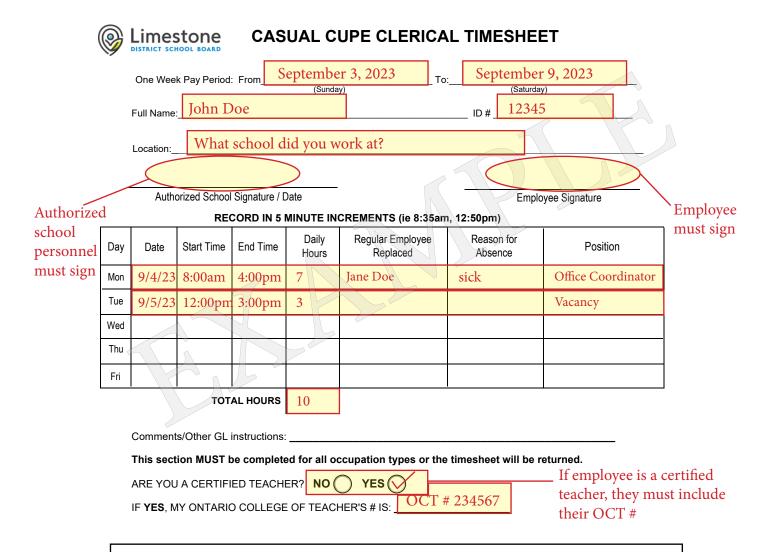
## How to Fill out Casual Clerical Timesheet



## NOTES:

- \* All areas need to be complete before submitting to payroll. The timesheet will be sent back if it is incomplete. \*
- \* Breaks will need to be removed from the daily hours worked. \*
- \* There is a max allotment of 7 hours for Clerical. \*
- \* If you are replacing a clerical position, you need to place their name in regular employee replaced. If you are filling a vacancy, state that it is a vacancy. \*
- \* If you are in a Long Term position then it is expected that you are working those pre-determined hours. If you were off sick then your absence will need to be recorded in smart find and on the timesheet. \*
- \* Casual Clerical employees will be paid 2 weeks in arrears. Please click <a href="here">here</a> for the payroll schedule. \*