

AVENUE II TIMESHEET

CODES ABBREVIATIONS

R - Reg Hrs or ST Day off	OT - Overtime	OC - On Call
FAM - Family leave	ON - Overnight	FLT - Float
LWOP - Leave without pay	V - Vacation	ST - Stat Worked
COM - Compassionate	S - Sick	BER - Bereavement

NAME: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
             Month/Day/Year                              Month/Day/Year

WEEK ONE

NEIGHBOURS

DATE	TIME (ie. 9 - 1)	M.B. Hrs	T.M. Hrs	I.F. / P.O.S. Hrs	ESS/ CLS Hrs	Non 24 hr Hrs	24 hr Hrs	Office Travel Mtgs	Other Pd Hrs	CODE	COMMENTS Include initials of the person receiving support
SUN.											
MON.											
TUES.											
WED.											
THUR.											
FRI.											
SAT.											
Total Hours Week 1											Total Hours Week 1

WEEK TWO

NEIGHBOURS

DATE	TIME (ie. 9 - 1)	M.B. Hrs	T.M. Hrs	I.F. / P.O.S. Hrs	ESS/ CLS Hrs	non 24 hr Hrs	24 hr Hrs	Office Travel mtgs	Other Pd Hrs	CODE	COMMENTS Include initials of the person receiving support
SUN.											
MON.											
TUES.											
WED.											
THUR.											
FRI.											
SAT.											
Total Hours Week 2											Total Hours Week 2

Grand Total Hours											ON [ ] T.M. [ ] M.B. [ ]
ADMIN USE ONLY	8000	7500	7800	4000	3000	2000	Office				BER [ ] COM [ ]
Total CR for pay period											HSW/ON [ ] V [ ]
Total OT for pay period											FAM [ ] S [ ]
											ST [ ] FLT [ ]
											OCWeek [ ] W/end [ ]

Approved: \_\_\_\_\_

TOTAL HRS for pay period

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