Government of Saskatchewan

# Timecard

Saskatchewan

Amended: ☐

| | | |
|---|---|---|
| Employee Name: | | Employee Number: |
| HR Org: | Pay Period Start: | Variable Hours: ☐ Field: ☐ |
| Grade: | Pay Period End: | LS SGEU Section: |
| Biweekly Positive B1 ☐ / Biweekly Exception B2 ☐ | Monthly Exception M1 ☐ | LS Subsection: |

| Date (dd-mth-yy) | Day | Time Code | Reason Code | Start Time | End Time | Hours | Notes/Occurences | Costing Changes | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Entity | Program | Organization | Location | Project |
| Overtime will be paid out unless otherwise indicated by employee | | | | | | | | | | | | |
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|---|---|---|
| For Office Use Only | Total Hours Column: | 0.00 |
| | Total Notes Column: | 0.00 |

Employee's Signature

Mid Pay Period Change: ☐

Mid Pay Period Change Date:

Supervisor's Signature and Approval | Date

Employee's Comments:

Supervisor's Comments:

| Entry of an opening balance is optional: | | Regular Time | Sick | Sick (PN) | Vacation | SDO | EDO Bank | TIL Bank |
|---|---|---|---|---|---|---|---|---|
| Notice to Managers: | Opening Balance: | | | | | | | |
| Opening balances may be inaccurate. | Total on this Timecard: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Official balances are maintained on MIDAS | Closing Balance: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |