



**Northern Gateway Public Schools**  
**Box 840, Whitecourt, AB T7S 1N8**

**Time Sheet**  
**Non-Certificated**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Date	Hours Worked	Spare Bus Dr/Supervisor		Site	Employee Replaced/ Position Filled	For Payroll Use	Comments	Supervisor's Initials
		AM	PM					
<b>TOTAL</b>								

Signature \_\_\_\_\_

**NOTE:**

- It is essential time sheets reach the Payroll Department no later than the 3rd calendar day of each month as pay day is the 10th of the month.
- Any time sheet received after the 3rd of each month will be paid on the next pay period.
- Time sheets can be emailed to carizza.perrin@ngps.ca or faxed to Division Office at (780) 778-6719.
- Original must be kept by the non-certificated staff.
- Pay period is from the 1st to the 31st of the month.