

PAY PERIOD #	FROM Y M D	TO Y M D	LOCATION: CREW NAME/HOME ZONE/HOME RESPONSE CENTRE		
	2016 - 07-24	2016 - 08 - 06	INITIAL ATTACK CREW / KAMLOOPS ZONE/ KAMLOOPS FC		
LAST NAME (PRINT)		FIRST NAME (PRINT)		EMPLOYEE NO.	PAYLIST
SAMPLE		DIARY		129786	128 - 2600
CORE HOURS START AND STOP TIMES		SCHEDULED DAILY HOURS	DAYS OF REST	CLASSIFICATION	STEP
10:30 - 18:30		7	SAT & SUN	FT R 7	5

EMPLOYEE STATUS: Circle	REGULAR AUXILIARY TEAMS - DEPLOYED TEAMS - NOT DEPLOYED	NON-STANDARD HOURS	PART TIME AS & WHEN (HOURLY)
-----------------------------------	--	--------------------	------------------------------

DATE			DESCRIPTION OF WORK				RECORD HOURS WORKED, STANDBY, MEALS, LEAVE						APPROVED		
MM	DD	DAY of WEEK	TYPE see below	PROJECT OR INCIDENT NUMBER (CAS Format)	SUB PAY	NOTES TO PAYROLL: Enter all Earning or Leave codes that apply see below	PAYROLL USE ONLY	START TIME	STOP TIME	LUNCH BREAK (Minutes)	OT BREAK (Minutes)	# FMA SUPP	TRAVEL/ REASSIGN	LEAVE HOURS	Intitals & Employee #
7	31	SU				DOR - MINS		10:00	14:00						SV 101245
7	31	SU		71DK231		DOR - CO		14:00	20:00	30					SV 101245
7	31	SU				DOR - MINS		20:00	22:00						SV 101245
8	1	M	M			OT threshold starts after 10 hours		8:00	18:30	60					
8	1	M				MINS		12:00	13:00						SV 101245
8	1	M				MINS		18:30	22:30						SV 101245
8	2	TU		71DK253		CO		6:30	11:30		30	1			SV 101245
8	2	TU		71DK265		Multiple incidents in a day		11:30	18:30	30					SV 101245
8	3	W				LWOP								7	SV 101245
8	4	TH						10:30	13:00						
8	4	TH		71DK272		NLT		13:00	21:30	0	30	1			SV 101245
8	4	TH		71DK274				21:30							SV 101245
8	5	F		71DK274		Overriding shift			2:30		30	1	Y		SV 101245
8	5	F		71DK274	✓			10:30	18:30	60					
8	5	F			✓	MINS		14:30	15:30						SV 101245
8	5	F			✓	MINS		18:30	22:30						SV 101245
8	6	SA				DOR									

TYPE see back for more codes	LEAVE CODES see back for more codes	EARNING CODES see back for more codes	EMPLOYEE NOTATIONS
--	---	---	---------------------------

G - General OT M - Meeting P - Project Work T - Training	B01 - Bereavement DOR - Day of Rest FST - FS CTO Taken LWOP - Leave Without Pay MWW - Modified Work Week	MINS / MODS / MAX - Standby CO - Call out SHC - Shift Change Premium SCO - Short Shift Changeover STAT - Statutory Holiday	RWCO, PWCO, IMT (Sub) *NCS - No Clear 8 *NLT - No Lunch Taken *NOTB - No OT Break Taken NSF - No Shortfall	SUB PAY Temp Opportunity as STO R13 OT HOURS TO BE BANKED (INDICATE THE # HOURS or ALL) BANK: 10
---	---	---	---	---

PAYROLL USE ONLY	APPROVALS
-------------------------	------------------

EMPLOYEE SIGNATURE		Date Signed (Y/M/D)	
<i>Diary Sample</i>			
SUPERVISOR SIGNATURE	EMPLOYEE NO.	Date Signed (Y/M/D)	
<i>S. Visor</i>	101245		
EXPENSE AUTHORITY SIGNATURE	EMPLOYEE NO.	Date Signed (Y/M/D)	
<i>E. A. Nature</i>	061234		
REVIEWED BY:		CWS INITIALS	HQ INITIALS
		<i>ES</i>	<i>JR</i>