

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.
SAMPLE	DIARY		129786
CORE HOURS START AND STOP TIMES		SCHEDULED DAILY HOURS	DAYS OF REST
10:30 - 18:30		7	SAT & SUN
EMPLOYEE STATUS: Circle		NON-STANDARD HOURS	PART TIME AS & WHEN (HOURLY)
REGULAR AUXILIARY TEAMS - DEPLOYED TEAMS - NOT DEPLOYED			
CLASSIFICATION		STEP	
FT R 7		5	

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

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>