



CO Finance-Contract Mgmt-DEC

Thursday, June 06, 2024

Employee Daily Sign-In Sheet

Routing: ① Employee ② Manager ③ Staffing

Worked Overtime will automatically be paid unless the banked option is selected.
All Agency Personnel hours must be entered and approved.

Questions? Contact HRISRegionalSupport@northernhealth.ca

Scheduled Day Shifts

Scheduled Shifts					Scheduled Shift Changes			Comments (Scheduled/Relief)	Relief Information				Over time
Job Code	Icon	Start Time	End Time	Employee Name	Initial	Exception/Reason	Start Time		End Time	Relief Name	Start Time	End Time	
		08:00	16:00	Lodge, Veronica		SICK OTHER [] []							BK []
		08:00	16:00	Andrews, Archie		SICK OTHER [] []							BK []
		08:00	16:00	Cooper, Betty		SICK OTHER [] []							BK []

Unscheduled - Day (eg. Workload)

Unscheduled				Additional Information						Over time	
Start Time	End Time	Employee Name	Initial	Exception/Reason							Comments
				WORKLOAD	ORIENTATION	RELIEF	1:1	MEETING	OTHER		BK []
				[]	[]	[]	[]	[]	[]		[]
				WORKLOAD	ORIENTATION	RELIEF	1:1	MEETING	OTHER		BK []
				[]	[]	[]	[]	[]	[]		[]

Manager/Designate PRINT NAME

Manager/Designate Signature