

WRA / Daily Flow Sheet Samples

WRA

Work Record A - Weekly Scheduled Time
Week Starting: 19-05-13

Employer: (956) SASKATOON HEALTH REGION

Location: (I) IDYLWYLD CENTRE

Department: (104) PHO

Location Text: 000

Line	Patt	Employee	Sunday 19-05-13				Monday 20-05-13				Tuesday 21-05-13				Wednesday 22-05-13				Thursday 23-05-13				Friday 24-05-13				Saturday 25-05-13				Employee Signature
			Start	End	TD	Rel	Start	End	TD	Rel	Start	End	TD	Rel	Start	End	TD	Rel	Start	End	TD	Rel	Start	End	TD	Rel	Start	End	TD	Rel	
1	04	Rubble - (0040) MANAGER					08:30	16:30	SO		08:30	16:30	ZZ		08:30	16:30	ZZ		08:30	16:30	ZZ		08:30	16:30	ZZ						
2		(Betty) 1234567											ID																		
3																															
1	04	Rubble - (0145) EPIDEMIOLOGIST					08:30	16:30	SO		08:30	16:30	ZZ		08:30	16:30	ZZ		08:30	16:30	ZZ		08:30	16:30	ZZ						
2		(Fred) 2345671																													
3																															
1	04	Simpson - (0145) EPIDEMIOLOGIST					08:30	16:30	SO		08:30	16:30	ZZ		08:30	16:30	ZZ		08:30	16:30	ZZ		08:30	16:30	ZZ						
2		(Bart) 3456712																													
3																															
1	03	Simpson - (1050) OFFICE ADMIN ASST									07:30	15:00	ZZ		07:30	15:00	ZZ		07:30	15:00	ZZ		2300	0730	ZZ						SEIU CBA - 8 hr shift option. Majority of hours fall bw 0001 Sat and 2400 Sun, therefore WW for entire shift WORKED
2		(Marg) 4567123																					2300	0730	WW						
3																															
1	WAS	(1050) OFFICE ADMIN ASST																													
2		WRA Additional Staff	These 3 lines are ONLY assigned to the Office Admin Asst Job (1050). Employee must record their Surname and First Name. The employee number, if known, should also be included.																												
3																															
1	WAS	(1075) OFFICE CLERK																													
2																															
3																															
1	01	Simpson (2319) LIBRARY TECHNI					07:30	16:00	SO		07:30	16:00	ZZ		07:30	16:00	ZZ		07:30	16:00	ZZ		07:30	16:00	ZZ		07:30	16:00	OX		
2		(Homer) 5671234											Do Not Use White Out!!														SEIU CBA - No WW on overtime				
3																															

Signature is based on the SHR
Signing Authority Policy



Daily Flow Sheet

Daily Flow Sheet Authorized Time Record for Payroll Purposes SPH - Ambulatory Care (S307) Tuesday, May 17, 2011						
Icon	Start & End	Time Definer	Employee Name	Additional Hours/Premiums	Initials	
Occ Class: LPN						
DB	08:00	16:30	ZZ	Simpson, Homer		HS
DB	08:00	16:30	ZZ ID	Simpson, Lisa	Ned Flanders replaced	
Occ Class: RN						
DB	08:00	16:30 1400	ZZ	Simpson, Marge	1400 - 1500 IH 1500 - 1630 ZZ	MS
DB	08:00	16:30	ZZ HC	Burns, Monty	Betty Rubble replaced	
Occ Class: UA						
D730	07:30	16:00	ZZ	Flinstone, Wilma		WF
Exceptions:						
On: 08:00 - 16:30 Regular Hours						
Additional Entries						
Start & End Time	Time Definer	Employee Name (please print)	Occupation	Initials		
0810 - 1630	ZZ	Ned Flanders	LPN	NF		
1930 - 0747	XZ	Mickey Mouse	RN Float Extra	MM		
0800 - 1630	ZZ	Betty Rubble	RN Float Replace	BR		

Points to remember when completing your time (WRA or Flow Sheet):

- Always write legibly; provide first & last name & employee number when required; use 24 hour clock
- Do not use pencil to record any changes; Blue or black pen is best
- Don't use white-out; Just cross out the incorrect time and re-write the correct time & time definer above, below or in the additional hours/premiums area (flow sheet only)
- Don't assume that the person entering your time will 'guess' the correct time definer to use; If you can't read it, they probably can't either
- Check your hours then initial or sign by your name on the far right side of page
- Manager or other authorized person must sign the original document and will be saved for 7 years
- If your name does not appear on the WRA or Flow sheet (New employee, Casual, Float, late scheduled etc), find a blank line with your correct job # (WRA) and record your information OR report your time in the Additional Entries area (Flow Sheet)
- WRA – If no blank lines for your job #, enter your time on a "Time Correction Sheet" and have your manager send to payroll.