Timesheet for Casual and Auxiliary* Hours

*Collective Agreements: Faculty Article 18, Professional Support Article 18

5

27

WEEK 1 TOTALS

Employee Name: TestFirstNam					ne TestLastName W#: W221965						
Fund	Dept	Program	Acct	Project	PAY	PAY PERIOD START DATE (Sunday)				PAY PERIOD END DATE (Saturday)	
12345	IT	CS101	98765	TestProject	J	January 13				January 26	
HOURLY RATE: Complete additional timesheet(s) if employee has more than one rate				25	ass	Indicate whether this assignment is Casual or Auxiliary AUXILIARY				Х	
WEEK 1		DATE)H	OURS WORKED	Other info	ormation, if roumber)	equired: ((earn	code, st	art and	l end times,
					For TUTO	ORS: Record (each stud	lent's	w# and	the sul	bject tutored
SUNDAY		November 17	7	7	7						
MONDAY		November 18		1	1						
TUESDAY	7	November 19)	2	2						
WEDNES	DAY	November 20)	3	3						
THURSDA	AY	November 2	1	4	4						
FRIDAY		November 22	2	5	5						
SATURDA	Υ	November 23	3	_							

6

For TUTORS: Record each student's will and the subject tutored SUNDAY November 24 4 4 4 MONDAY November 25 8 8 RUESDAY November 28 9 9 WEDNESDAY November 28 1 1 FRIDAY November 29 2 2 SATURDAY November 30 3 3 WEEK 2 TOTALS 27 Finance 27 27 Finance 27 27 Finance 27 27 Finance 28 27 Finance 27 27 Finance 28 28 Finance 28 27 Finance 28 28 Finance 28 Finan	VEEK 2	DATE	HOURS WORKED	Other information, if required: (earn code, start and end times, project number)	
MONDAY November 25 8 8 8 RUESDAY November 26 9 9 9 WEDNESDAY November 27 0 0 ITHURSDAY November 28 1 1 1 FRIDAY November 29 2 2 SATURDAY November 30 3 3 WEEK 2 TOTALS 27 Entered: 54 NOTES/COMMENTS: SATURDAY November 30 3 3 3 Completed, signed by the Employee and Manager and submitted to ESA on time to prevent delays in payment. Timesheets must have an original or digital signature - typed name in signature field is not sufficient. Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours				For TUTORS: Record each student's w# and the subject tutored	
TUESDAY November 26 9 9 9 WEDNESDAY November 27 0 0 0 THURSDAY November 28 1 1 1 FRIDAY November 29 2 2 2 SATURDAY November 30 3 3 WEEK 2 TOTALS 27 Entered: 54 NOTES/COMMENTS: Improvember 30 54 Improvember 30 54 Improvember 30 54 Im	SUNDAY	November 24	4	4	
WEEN 2 TOTALS WEEK 2 TOTALS NOTES/COMMENTS: Saturd	ONDAY	November 25	8	8	
THURSDAY November 28 1 1 1 SATURDAY November 29 2 2 SATURDAY November 30 3 3 WEEK 2 TOTALS 27 Entered: 54 NOTES/COMMENTS: Timesheets must be fully completed, signed by the Employee and Manager and submitted to ESA on time to prevent delays in payment. Timesheets must have an original or digital signature - typed name in signature field is not sufficient. Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours	UESDAY	November 26	9	9	
FRIDAY November 29 2 2 2 SATURDAY November 30 3 3 3 WEEK 2 TOTALS 27 Entered: 54 NOTES/COMMENTS: Finesheets must be fully completed, signed by the Employee and Manager and submitted to ESA on time to prevent delays in payment. Finesheets must have an original or digital signature - typed name in signature field is not sufficient. Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours	VEDNESDAY	November 27	0	0	
SATURDAY November 30 3 WEEK 2 TOTALS 27 Entered: 54 NOTES/COMMENTS: Firmesheets must be fully completed, signed by the Employee and Manager and submitted to ESA on time to prevent delays in payment. Firmesheets must have an original or digital signature - typed name in signature field is not sufficient. Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours	HURSDAY	November 28	1	1	
WEEK 2 TOTALS 27 Entered: 54 NOTES/COMMENTS: Filter	RIDAY	November 29	2	2	
NOTES/COMMENTS: Entered: 54 NOTES/COMMENTS: Firmesheets must be fully completed, signed by the Employee and Manager and submitted to ESA on time to prevent delays in payment. Firmesheets must have an original or digital signature - typed name in signature field is not sufficient. Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours	SATURDAY	November 30	3	3	
NOTES/COMMENTS: State	WEEK	2 TOTALS	27		
NOTES/COMMENTS: State					
Timesheets must be fully completed, signed by the Employee and Manager and submitted to ESA on time to prevent delays in payment. Timesheets must have an original or digital signature - typed name in signature field is not sufficient. Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours				Entered:	54
Timesheets must be fully completed, signed by the Employee and Manager and submitted to ESA on time to prevent delays in payment. Timesheets must have an original or digital signature - typed name in signature field is not sufficient. Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours	NOTES/COMME	NTS:			
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours	<u> </u>				
Casual and Auxiliary hours must be submitted on a biweekly basis. NSCC does not allow banking of hours					ent.
Budget Managers's Signature: Employee's Signature:	Casual and Auxi	iliary hours must be su	ıbmitted on a biweekly	/ basis. NSCC does not allow banking of hours	
Budget Managers's Signature: Employee's Signature:					
Employee's Signature:					
	Budget Manager	rs's Signature:		Employee's Signature:	
					-