

Timesheet for Casual and Auxiliary* Hours

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

Employee Name:	TestFirstName TestLastName	W#:	W221965
----------------	----------------------------	-----	---------

Fund	Dept	Program	Acct	Project	PAY PERIOD START DATE (Sunday)	PAY PERIOD END DATE (Saturday)
12345	IT	CS101	98765	TestProject	January 13	January 26

HOURLY RATE: Complete additional timesheet(s) if employee has more than one rate	25	Indicate whether this assignment is Casual or Auxiliary	CASUAL	X
			AUXILIARY	

WEEK 1	DATE	HOURS WORKED	Other information, if required: (earn code, start and end times, project number) For TUTORS: Record each student's w# and the subject tutored
SUNDAY	November 17	7	7
MONDAY	November 18	1	1
TUESDAY	November 19	2	2
WEDNESDAY	November 20	3	3
THURSDAY	November 21	4	4
FRIDAY	November 22	5	5
SATURDAY	November 23	5	6
WEEK 1 TOTALS		27	

WEEK 2	DATE	HOURS WORKED	Other information, if required: (earn code, start and end times, project number) For TUTORS: Record each student's w# and the subject tutored
SUNDAY	November 24	4	4
MONDAY	November 25	8	8
TUESDAY	November 26	9	9
WEDNESDAY	November 27	0	0
THURSDAY	November 28	1	1
FRIDAY	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

Budget Managers's Signature:

Employee's Signature: