

Timesheet for Casual and Auxiliary\* Hours

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

|                |                 |
|----------------|-----------------|
| Employee Name: | Sophia Anderson |
|----------------|-----------------|

|     |          |
|-----|----------|
| W#: | w5123456 |
|-----|----------|

| Fund  | Dept    | Program | Acct | Project  |
|-------|---------|---------|------|----------|
| 12345 | Finance | CS101   | 4567 | TechCorp |

| PAY PERIOD START DATE (Sunday) | PAY PERIOD END DATE (Saturday) |
|--------------------------------|--------------------------------|
| January 13                     | January 26                     |

|  |    |
|--|----|
| HOURLY RATE: Complete additional timesheet(s) if employee has more than one rate | 29 |
|--|----|

|   |           |   |
|---|-----------|---|
| 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)<br><br>For TUTORS: Record each student's w# and the subject tutored |
|---------------|-------------|--------------|--|
| SUNDAY        | November 17 | 0            |  |
| MONDAY        | November 18 | 1            |  |
| TUESDAY       | November 19 | 4            |  |
| WEDNESDAY     | November 20 | 5            |  |
| THURSDAY      | November 21 | 6            |  |
| FRIDAY        | November 22 | 0            |  |
| SATURDAY      | November 23 | 0            |  |
| WEEK 1 TOTALS |             | 16           |  |

| WEEK 2        | DATE        | HOURS WORKED | Other information, if required: (earn code, start and end times, project number)<br><br>For TUTORS: Record each student's w# and the subject tutored |
|---------------|-------------|--------------|--|
| SUNDAY        | November 24 | 4            |  |
| MONDAY        | November 25 | 0            |  |
| TUESDAY       | November 26 | 0            |  |
| WEDNESDAY     | November 27 | 0            |  |
| THURSDAY      | November 28 | 0            |  |
| FRIDAY        | November 29 | 0            |  |
| SATURDAY      | November 30 | 4            |  |
| WEEK 2 TOTALS |             | 8            |  |

|          |    |
|----------|----|
| Entered: | 24 |
|----------|----|

|                 |  |
|-----------------|--|
| 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: |
|                       |