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	PAY PERIOD START DATE (Sunday)	PAY PERIOD END DATE (Saturday)
12345	Finance	CS101	4567	TechCorp	January 13, 2025	January 26, 2025

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) For TUTORS: Record each student's w# and the subject tutored
SUNDAY	November 17	2	
MONDAY	November 18	5	5125
TUESDAY	November 19	6	hehw
WEDNESDAY	November 20	1	
THURSDAY	November 21	4	
FRIDAY	November 22	0	
SATURDAY	November 23	3	
WEEK 1 TOTALS		21	

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	0	
MONDAY	November 25	0	
TUESDAY	November 26	0	
WEDNESDAY	November 27	0	
THURSDAY	November 28	0	
FRIDAY	November 29	0	
SATURDAY	November 30	0	
WEEK 2 TOTALS		0	

Entered: 21

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: