

Timesheet for Casual and Auxiliary* Hours

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

Employee Name:	
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W#:	
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Fund	Dept	Program	Acct	Project

PAY PERIOD START DATE (Sunday)	PAY PERIOD END DATE (Saturday)

HOURLY RATE: Complete additional timesheet(s) if employee has more than one rate	
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Indicate whether this assignment is Casual or Auxiliary	CASUAL	
	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		
MONDAY	November 18		
TUESDAY	November 19		
WEDNESDAY	November 20		
THURSDAY	November 21		
FRIDAY	November 22		
SATURDAY	November 23		
WEEK 1 TOTALS			

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

Entered:	
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NOTES/COMMENTS:	
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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: