

## Timesheet for Casual and Auxiliary\* Hours

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

Employee Name:	TestFirstName TestLastName	W#:	W221965
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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	1	1
MONDAY	November 18	1	1
TUESDAY	November 19	1	1
WEDNESDAY	November 20	1	1
THURSDAY	November 21	1	1
FRIDAY	November 22	1	1
SATURDAY	November 23	1	1
WEEK 1 TOTALS		1	

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	1	1
MONDAY	November 25	1	1
TUESDAY	November 26	1	1
WEDNESDAY	November 27	1	1
THURSDAY	November 28	1	1
FRIDAY	November 29	1	1
SATURDAY	November 30	1	1
WEEK 2 TOTALS		1	

Entered:	1
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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: