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
12345	IT	CS101	98765	TestProject

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	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	
MONDAY	November 18	1	note 1
TUESDAY	November 19	2	note 2
WEDNESDAY	November 20	3	note 3
THURSDAY	November 21	4	note 4
FRIDAY	November 22	5	
SATURDAY	November 23	6	
WEEK 1 TOTALS		22	

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:	22

NOTES/COMMENTS:	

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: