

Timesheet for Casual and Auxiliary* Hours

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

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|----------------|----------------------------|-----|---------|
| 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 |

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| 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 | |

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|---------------|-------------|--------------|--|
| 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 | 0 | |
| MONDAY | November 18 | -19 | |
| TUESDAY | November 19 | 0 | |
| WEDNESDAY | November 20 | 0 | |
| THURSDAY | November 21 | 0 | |
| FRIDAY | November 22 | 0 | |
| SATURDAY | November 23 | 0 | |
| WEEK 1 TOTALS | | -19 | |

| 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 | |

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|----------|-----|
| Entered: | -19 |
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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

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| Budget Managers's Signature: |
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| Employee's Signature: |
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