## Timesheet for Casual and Auxiliary\* Hours

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

Employee Name: TestFirstNam					e TestLastName			<b>W#:</b> W2			221965		
							•						
Fund	Dept	Program	Acct	PAY PERIOD START DATE (Sunday) PAY PER (Saturday)		RIOD END DATE day)							
12345	IT	CS101	98765	TestProject		January 13					January 26		
HOURLY F	RATE:	Complete add	itional	<u> </u>	_	Indicate whether	this	i	CAS	JUAL			7
timeshee one rate	t(s) if emp	oloyee has mor	e than	25	assignment is Ca Auxiliary		sual or		AUX	XILIARY		Х	
													_
WEEK 1		DATE	Н	OURS WORKED	proje	r information, if re ect number) FUTORS: Record e							
SUNDAY		November 17		1									1
MONDAY		November 18		1	no	note 1							1
TUESDAY		November 19		2	no	note 2							
WEDNESDAY		November 20		3	no	note 3							
THURSDAY		November 21		4	no	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:	
			Elitered.	22
NOTES/COMME	MTC.			
NOTES/COMME	NIS.			
Timesheets mus	st be fully completed.	signed by the Employe	e and Manager and submitted to ESA on time to prevent delays in payme	ent.
			name in signature field is not sufficient.	
Casual and Aux	iliary hours must be s	uhmittad an a hiwaakh	/ basis. NSCC does not allow banking of hours	
Ousual and Aux	idary nours must be s	abilitica on a biweeki	y basis. Nood does not allow banking of floars	
Budget Manager	s's Signature:		Employee's Signature:	