

Time Sheet for Casual and Bi-Weekly Employees

This form is used by Casual and Bi-Weekly employees to submit hours worked.



Employee Information

First Name Liam Last Name Cregg EmplID

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Department Mathematics and StatisticsJob Title or description of work: MTHE 332-MTHE 430 Lab Manual Developer

Time Reporting

Reporting time for the two week period of May 2, 2022[Click here to select dates](#)

Sunday 2022-05-01	Monday 2022-05-02	Tuesday 2022-05-03	Wednesday 2022-05-04	Thursday 2022-05-05	Friday 2022-05-06	Saturday 2022-05-07	Total	Time Reporting Code		
	1	1	1	1	1		5	REG Regular Pay	+	-
2022-05-08	2022-05-09	2022-05-10	2022-05-11	2022-05-12	2022-05-13	2022-05-14				
	1	1	1	1	1		5	REG Regular Pay	+	-

Comments: _____

Signatures

Employee Signature

Date

22-05-13

Supervisor Name

Supervisor Signature

Date

Submission Methods

Note that the form can not be saved with populated fields in Adobe Reader. If you have filled out this form online, it can be saved as a PDF with Adobe Acrobat. It is recommended that the preparer keep a copy of this form and the supporting documentation.

Method 2: Print and Forward Form

1. Complete the form online.
2. Print the form by clicking "Print Form".
3. Sign the form and forward it to your supervisor for approval signature.

Notice of Collection

When complete, this form will contain Personal & Confidential information. This information is being collected under the authority of the Queen's Royal Charter of 1841, as amended. This information will be used to report earned time in the PeopleSoft system.