

NAME (print)

I certify that the total hours worked in the period are correctly detailed below:



EMPLOYEE TIMESHEET

PAY PERIOD

From:

To:

These dates must coincide with those shown in the pay period schedule.

Cost Centre:

Due 1st day following end of pay period

	Hours at straight time								Premium hours				Overtime (for pay)		Overtime (to bank)		
	Regular and Stat. Holiday hours	Additional hours (See note below)	Absent without pay	Sick	Medical/Dental Appoint.	Vacation	Hours taken from OT Bank	Other hrs/code (See Reverse)	Second Shift premium (hours)	Weekend Premium hours	Short change over hrs. for pay @ 1/2 X	Short change over hrs. for pay @ 1X	Overtime hours for pay @ 1 1/2 X	Overtime hours for pay @ 2 X	Hours banked @ 1 X	Overtime hours to bank @ 1 1/2 X	Overtime hours to bank @ 2 X
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Total hours this pay																	
Total hours this year including current period																	

- ▼ **Auxiliary employees** and Students use regular hours column only.
- ▼ **Additional hours** column is reserved for **regular part-time employees** working extra hours.
- ▼ **'Other'** column is reserved for authorized leave, as detailed on reverse.

VACATION RECORD

----- Enter hours carried over from last year (if applicable)

----- Add hours in this year's entitlement

----- Total hours to be taken this year

() Deduct hours taken to date

----- Vacation hours remaining

X 1 =	X 1 1/2 =	X 2 =

Total hours banked this year -----

Deduct total hours take to date ()

Balance on OT Bank (max. 50 hrs.)

Approved by: _____