



For the week of: _____ to: _____
(week must begin on Saturday and end on Friday)

1. Employee Information

SURNAME: _____ First Name: _____

2. Position Information

Position Title: _____ Supervisor's Name: _____
(Teaching Assistant, Research Assistant, Grader/Marker)

3. Weekly Timesheet

- Do **not** include statutory holidays unless you actually work on a statutory holiday.
- Ensure the hours reported do not conflict with any hours you work elsewhere at the University; otherwise there may be a delay in pay due to a payroll error.

Day	# hours	Course Number / Section	Comments
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total Hours:			

4. Signatures

Staff member's signature Date (yyyy/Mth/dd) _____
Supervisor's signature Date (yyyy/Mth/dd)

Notes:

- Please submit your hours to Steven Brown (450 University College) by Friday 12:00 pm.
- You must obtain your supervisor's signature as well as signing the document yourself.
- Common position titles are Teaching Assistant, Marker, and Research Assistant. If you are a Research Assistant please leave the column for course number / section blank.
- **The best way to ensure that you get paid on time is to make sure you submit the hours you work in the week that you worked them.**