



**Department of Chemistry
TIMESHEET**

Please Print

Day of the Week	Personnel No.							Surname							Usual First Name							Initial	Pay Period (From / To)	
	Sun	Mon	Tues.	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat			
Day / Month (e.g. 25/9)																							Hours Worked	Hourly Rate
No. of Hours																								
Day of the Week	Sun	Mon	Tues.	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat										
Day / Month (e.g. 25/9)																							Hours Worked	Hourly Rate
No. of Hours																								
Day of the Week	Sun	Mon	Tues.	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat										
Day / Month (e.g. 25/9)																							Hours Worked	Hourly Rate
No. of Hours																								
														TOTAL HOURS WORKED										

CC/IO # _____

CFC # _____

Fund # _____

Approved by: (PRINT) Name	Telephone No.	Reviewed by:
Signature of Approver	Date Prepared	
	DD	MM

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Processed by:		
Date Processed:		
DD	MM	YY

If the employee's total combined hours of work exceed 44 hours per week, the employee will be entitled to overtime as per the Employment Standards Act of Ontario. Overtime must be approved in advance by the employee's immediate supervisor(s) or authorized designate.