



**Department of Chemistry  
TIMESHEET**

**Please Print**

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

CC/IO # \_\_\_\_\_

CFC # \_\_\_\_\_

Fund # \_\_\_\_\_

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

For Business Office Use Only		
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.