

Payroll Services Bi-Weekly Time Report

Agreement pertaining to method and amount of compensation

NOTE: New employee <u>must</u> first complete a Casual Employee Action and Change Form. <u>Cut-off schedules</u> are available on the Human Resources Website.

Any forms that are incomplete will be returned to the department.

Banner Budget Code: Week 1 Date Hours Week 2 Date Hours Sunday Monday Tuesday Wednesday Thursday Friday Friday Saturday Saturday Saturday Friday Saturday Saturday Saturday Total Hours Week 1 Total Hours Week 2 Total Pay \$	Employee/ Student Number:		Last Name:		First Name:	First Name:	
Week 1 Date Hours Week 2 Date Hours Sunday Sunday Sunday Monday Monday Tuesday Wednesday Tuesday Wednesday Thursday Friday Friday Saturday Saturday Total Hours Week 2 Total Hours For Period: No of Hrs X Hrly Rate \$	SIN:		Date of Birth (DD-MM-YYYY):		Position Numb	Position Number:	
Week 1 Date Hours Week 2 Date Hours Sunday Sunday Sunday Monday Monday Tuesday Wednesday Tuesday Wednesday Thursday Friday Friday Saturday Saturday Total Hours Week 2 Total Hours For Period: No of Hrs X Hrly Rate \$			· · · · · · · · · · · · · · · · · · ·				
Sunday Monday Tuesday Wednesday Thursday Friday Saturday Total Hours Week 1 Total Hours For Period: No of Hrs X Hrly Rate \$ = Total Pay \$ Note: Hourly rate includes 4% vacation pay. Prepared By: Department Authorization: (Print)	Budget						
Sunday Monday Tuesday Wednesday Thursday Friday Saturday Total Hours Week 1 Total Hours For Period: No of Hrs X Hrly Rate \$ = Total Pay \$ Note: Hourly rate includes 4% vacation pay. Prepared By: Department Authorization: (Print)	Week 1	Date	Hours	Week 2	Date	Hours	
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Wednesday Wednesday Thursday Thursday Friday Friday Saturday Saturday Total Hours Week 1 Total Hours Week 2 Total Hours For Period: No of Hrs X Hrly Rate \$	Monday			Monday			
Thursday Friday Saturday Total Hours Week 1 Total Hours For Period: No of Hrs X Hrly Rate \$	Tuesday			Tuesday			
Friday Saturday Total Hours Week 1 Total Hours Week 2 Total Hours For Period: No of Hrs X Hrly Rate \$ = Total Pay \$. Note: Hourly rate includes 4% vacation pay. Prepared By: Department Authorization: (Print)	Wednesday			Wednesday			
Saturday Total Hours Week 1 Total Hours Week 2 Total Hours For Period: No of Hrs X Hrly Rate \$	Thursday			Thursday			
Total Hours Week 1 Total Hours Week 2 Total Hours For Period: No of Hrs X Hrly Rate \$	Friday			Friday			
Total Hours For Period: No of Hrs X Hrly Rate \$				· ·			
Note: Hourly rate includes 4% vacation pay. Prepared By: Department Authorization: (Print)	Total Hours Week 1			Total Hours Week 2			
Department Authorization: (Print)							
Financial Services Authorization: Date:							
Financial Services Authorization: Date:	(Signature)Phone Ext:						
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