

**ST. THOMAS MORE COLLEGE**

**HOURLY TIMESHEET**

**INSTRUCTIONS:** This form is used to initiate actions for all employees appointed to jobs whose hours of work vary on a month to month basis. This form is also used to report extra hours & overtime for permanent, seasonal and term employees. For payroll processing time sheets must be authorized by faculty members for Markers and Research Assistants or by Unit Heads for other staff prior to submission to the STM Payroll Office. **Timesheets are due according to the published schedule and late timesheets will not be processed until the following pay period. One timesheet is required per pay period. Timesheets are due by 10:00 A.M. on the due date.**

**PERSONAL INFORMATION (Please Print)**

Surname:	First Name (Legal name):
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Employee Mailing Address:	Employee Signature:
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**JOB INFORMATION**

Dept Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cafeteria	Library	Maintenance	Marker/ Research Assistant		Other
<b>RESEARCH GRANT FUND NUMBER: (MUST INCLUDE IF PAID FROM GRANT FUNDING)</b>						
NOTE: Markers/Research Assistants - Please Indicate Faculty:						

**REGULAR HOURS**

Week Starting: MM/DD/YY	Sunday REG HRS	Monday REG HRS	Tuesday REG HRS	Wednesday REG HRS	Thursday REG HRS	Friday REG HRS	Saturday REG HRS	Total REG HRS

**EXTRA HOURS & OVERTIME**

O/T Rate: 1.5 / 2.0

Week Starting: MM/DD/YY	Sunday O/T HRS	Monday O/T HRS	Tuesday O/T HRS	Wednesday O/T HRS	Thursday O/T HRS	Friday O/T HRS	Saturday O/T HRS	Total O/T HRS

NOTE: Extra hours and overtime hours worked by regular employees must be submitted above. Vacation pay and statutory benefits will automatically be added to each payment.

<b>X</b>	<b>*** Direct Deposit Only - VOID cheque must be submitted along with Student Hire Forms.</b>
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**HOURLY RATE MUST BE ENTERED & TIMESHEET AUTHORIZED PRIOR TO SUBMISSION TO BUSINESS OFFICE**

HOURLY RATE: \$

**EDUCATION AND/OR EXPERIENCE**

	1 Year University	2 Years University	3 Years University	4 Years University	5+ Years University
2018-19 Undergraduate Student Assistant Hourly Rates	\$ 11.69	\$ 12.18	\$ 13.56	\$ 14.81	\$ 15.76
2018-19 Graduate Student Assistant Hourly Rate	\$ 20.04	\$ -	\$ -	\$ -	\$ -

AUTHORIZATION: I certify that the employee has worked the hours and dates above.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY:**

Date Received		Regular Hours	
Pay Period End		Overtime Hours	
Date Processed		Statutory Hours	
Processed By		Gross Pay	
Authorized By		Account Number	
		Cheque #	Cheque Date