

ST. THOMAS MORE COLLEGE

2020-21 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: |
|---------------------------|---------------------|

JOB INFORMATION

| | | | | | | |
|--|------------------------------------|----------------------------------|--------------------------------------|--|--------------------------|--------------------------------|
| Dept Name: | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Library | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Marker/Research Assistant | <input type="checkbox"/> | <input type="checkbox"/> Other |
| RESEARCH GRANT FUND NUMBER: (MUST INCLUDE IF PAID FROM GRANT FUNDING) | | | | Fund #: | | |
| 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.

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| X | *** Direct Deposit Only - VOID cheque must be submitted along with Student Hire Forms. |
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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 |
|--|-------------------|--------------------|--------------------|--------------------|---------------------|
| 2020-21 Undergraduate Student Assistant Hourly Rates | \$ 12.54 | \$ 13.65 | \$ 14.75 | \$ 15.86 | \$ 16.96 |
| 2020-21 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 |