

**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 Business 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.**

**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:	Cafeteria	Library	Maintenance	Marker/ Research Assistant	Ogle Hall	Other
Job Title:						
<b>NOTE: Markers/Research Assistants - Please Indicate Faculty:</b>						

**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.

Pick up pay cheque @ Main Office - Room 146

Mail pay cheque to Employee Address above

**NOTE:** Cheques for Library Desk Assistants are to be picked up in the Library unless otherwise specified.

**NOTE:** Cheques for Cafeteria staff are to be picked up from the Choices Manager.

<b>HOURLY RATE MUST BE ENTERED &amp; TIMESHEET AUTHORIZED PRIOR TO SUBMISSION TO BUSINESS OFFICE</b>						
HOURLY RATE:	\$ <input style="width:80px" type="text"/>	<b>EDUCATION AND/OR EXPERIENCE</b>				
		1 Year University	2 Years University	3 Years University	4 Years University	5+ Years University
2011/12 Undergraduate Student Assistant Hourly Rates		\$ 10.54	\$ 10.98	\$ 12.23	\$ 13.35	\$ 14.21
2011/12 Graduate Student Assistant Hourly Rate		\$ 17.36	\$ -	\$ -	\$ -	\$ -
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		Cheque #
Authorized By	Account Number		Cheque Date