TIME SHEET STEP1 SAMPLE Please print your LAST name and TIME SHEET **FIRST** name here. STEP 2 THIS SECTION MUST BE COMPLETED FOR ALL EMPLOYEES CHECK ONE IN FACH COLUMN Only **EMPLOYEE NUMBER** STATUS ACADEMIC STAFF ✓ CASUAL Cornwall Kingston Ottawa check CAMPUS: Brockville PART-TIME STEP 3 ADMIN STAFF NAME Smith Ron these SUPPORT TAFF PARTIAL LOAD ONLY fill out GIVEN NAME INIT SURNAME **✓** STUDENT SESSIONAL boxes. PERSON REPLACING when O.B.S FULL-TIME REASON submitting your 1st Time THE FOLLOWING SECTION MUST BE COMPLETED FOR: ALL NEW EMPLOYEES (NOTE: ALL NEW EMPLOYEES REQUIRE: COMPLETED TD1, TD10N, VOID CHEQUE, DATE OF BIRTH, SIN) Sheet **OR** if OR ANY INFORMATION CHANGES SINCE LAST TIME SHEET your contact ADDRESS 66 Tutor Road K7K 1A6 Kingston information POSTAL CODE STEP 5 TELEPHONE 613-533-0000 changes. 1 7,0 9,9 0 Please fill BIRTH DATE ✓ MALE ☐ FEMALE out boxes 1 2 3 4 5 6 7 8 9 like this DEPARTMENT/SCHOOL Faculty of Arts OR Science CLASSIFICATION Peer Tutor STEP 4 example. Please ACADEMIC Note: Includes Vacation Pay ✓ NON ACADEMIC NOTE: If employee is working less than the full 35 or 40 hour scheduled week, regular time applies up to the 7 or 8 hour day choose 14.84 either: Shift premium does not apply to overtime Hourly Rate Present Step Maximum Step PAY BAND Faculty of STEP 6 FREEDOM OF INFORMATION HOURS WORKED PRECEDOM OF INFORMATION & PROTECTION OF INDIVIDUAL PRIVACY ACT. LEGAL AUTHORITY TO COLLECT: M.CU. ACT R.S.O. 1980, C 272, S5, R.R.O. 1980, REGULATION 640. USES: ADMINISTER PAPPOLL & BENEFITS PACKAGE; PROVICE M.C.U. WITH STATISTICAL REPORTS. Arts Please DATE WORKED REGULAR SEPT. 25 \$14.84 X **OR** record your SEPT. 27 Χ 4 \$14.84 **HOURS** Faculty of X 3 SEPT. 28 CONTACT: HR/Payroll Consultant \$14.84 St. Lawrence College King & Portsmouth Ave., Kingston Ontario K7L 5A6 WORKED Science. Χ SEPT. 26 Χ 1 \$18.29 like this X SEPT. 29 X 2 \$18.2 example. EMPLOYEE SIGNATURE Χ Χ IMMEDIATE SUPERVISOR (MUST BE ADMIN STAFF) Χ STEP 9 Χ HR/PAYROLL SERVICES You MUST TOTAL HOURS STEP 7 sign here. NOTE: PLEASE ENSURE TIME SHEET INCLUDES HOURLY RATE, COST CENTRE AND APPROPRIATE SIGNATURES. Only enter NOTE 2: IF YOU HAVE MORE THAN 24 MONTHS OF EMPLOYMENT WITH ST. LAWRENCE, "X" in the YOU MAY BE ELLIGIBLE TO JOIN OUR PENSION PLAN. **SHIFT** column. STEP 8 WHITE/YELLOW COPIES TO BE RETURNED TO PAYROLL Enter the TOTAL **HOURS** you worked here.