



## MANUAL TIMESHEET

NAME \_\_\_\_\_

STUDENT/ BANNER ID \_\_\_\_\_

DEPARTMENT/DIVISION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

PAY PERIOD:

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Week 1								
Week 2								

**TOTAL HOURS**

For Reference:

1. Send timesheet to payroll@ontariotechu.ca after supervisor approves.
2. Account code is optional unless need specified or have multiple positions.
3. One timesheet to be submitted per pay period.

EMPLOYEE SIGNATURE \_\_\_\_\_

SUPERVISOR'S APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

ACCOUNT CODE / POSITION \_\_\_\_\_