|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Employee Full Name: | |  | | | | | | |  | |
|  | Employee/Student ID: | |  | | | | | | |  | |
|  | Position #: | |  | | | | | | |  | |
|  | For the Week Ending: | | mm/dd/yyyy | | | | | | |  | |
|  | |  | |  |  |  |  |  |  |  |  |
|  | | **Sun** | | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |  |  |
| **MONTH** | | XX | | XX | XX | XX | XX | XX | XX |  | **Total Hours to Pay:** |
| # of Hours  to Pay: | |  | |  |  |  |  |  |  |  |  |
| Start Time (XX:XX am/pm): | |  | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Timesheets MUST be sent to your supervisor – they will submit to** [**timesheets@trentu.ca**](mailto:timesheets@trentu.ca) **– We can only process timesheets from your supervisor.**

**Please fill out 1 copy of this form, per position, per week.**

**Ensure that all hours have a start time.**

**Ensure that the “Week Ending” date is accurate, payroll weeks end on a Saturday.**

**Any errors or omissions may result in delayed processing or rejection of the timesheets.**