

# Time Sheet

**How to use this form:** Please submit to your supervisor for signature and provide to payroll by Monday at 10 am of each bi-weekly pay period. Pay cheques will be issued the following Wednesday (for casual employees) and Thursday (for full-time permanent employees). Employees are responsible for having their time sheets signed.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Week one

| Day       | Date | Hours |
|-----------|------|-------|
| Saturday  |      |       |
| Sunday    |      |       |
| Monday    |      |       |
| Tuesday   |      |       |
| Wednesday |      |       |
| Thursday  |      |       |
| Friday    |      |       |

## Week two

| Day       | Date | Hours |
|-----------|------|-------|
| Saturday  |      |       |
| Sunday    |      |       |
| Monday    |      |       |
| Tuesday   |      |       |
| Wednesday |      |       |
| Thursday  |      |       |
| Friday    |      |       |

Total hours:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date