

**BI-WEEKLY TIMESHEET**

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| **DEPARTMENT**  |  |
| **EMPLOYEE / STUDENT** |       |
| **APPOINTMENT** |       |
| **REPORTING PERIOD** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **DATE** | **HOURS WORKED** | **REASON(S) FOR ABSENCE** |
| **REGULAR HOURS** | **APPROVED OT (ACTUAL HRS)**  | **APPROVED BANKED OT (ACTUAL HRS)** | **VAC** | **ILLNESS**  | **FLOAT** | **BEREAV****LEAVE** | **PPL or****FRT** | **APPROVED BANKED OT USED** |
| **FRIDAY**  |  |  |  |  |  |  |  |  |  |  |
| **SATURDAY**  |  |  |  |  |  |  |  |  |  |  |
| **SUNDAY**  |  |  |  |  |  |  |  |  |  |  |
| **MONDAY**  |  |  |  |  |  |  |  |  |  |  |
| **TUESDAY**  |  |  |  |  |  |  |  |  |  |  |
| **WEDNESDAY**  |  |  |  |  |  |  |  |  |  |  |
| **THURSDAY**  |  |  |  |  |  |  |  |  |  |  |
| **FRIDAY**  |  |  |  |  |  |  |  |  |  |  |
| **SATURDAY**  |  |  |  |  |  |  |  |  |  |  |
| **SUNDAY**  |  |  |  |  |  |  |  |  |  |  |
| **MONDAY**  |  |  |  |  |  |  |  |  |  |  |
| **TUESDAY**  |  |  |  |  |  |  |  |  |  |  |
| **WEDNESDAY**  |  |  |  |  |  |  |  |  |  |  |
| **THURSDAY**  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL HRS** |  |  |  |  |  |  |  |  |  |  |
| **NOTES:** |  |

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Employee Signature Date Supervisor Signature Date

Email completed timesheets to: **ovcsas.timesheets@uoguelph.ca**

Time Sheet Submission Deadline: **10:00 am on the last Thursday of the Reporting Period**