

**BI-WEEKLY TIMESHEET**

|  |  |
| --- | --- |
| **DEPARTMENT** |  |
| **EMPLOYEE / STUDENT NAME** |  |
| **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**](mailto:ovcsas.timesheets@uoguelph.ca)

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