

**McMaster University
Faculty of Engineering, Time Sheet**

Employee Name: _____ Employee/Student ID: _____

Department: _____ Rate per Hour: _____

Pay Periods:

Graduate Students as Casual Employees = first day of month to end of the month

All other Casual Employees = every two weeks

Recording Instructions

In "Weekly Period" column, enter weekly dates.

In the days of week columns, list hours worked.

Weekly Period (MM/DD/YY)		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Week Total
From:	To:								
From:	To:								
From:	To:								
From:	To:								
From:	To:								

Total Hours Approved: _____

Employee Signature: _____ Date: _____

Approval Signature: _____ Date: _____

Labour Account #1:		Benefits Account #1:		% Split:	
Labour Account #2:		Benefits Account #2:		% Split:	
Labour Account #3:		Benefits Account #3:		% Split:	

Processed by: _____ Date: _____

Approved by: _____ Date: _____ Batch #: _____