

| | | | |
|-------------------------------------|-------------------|-------------------------------|----------------------------------|
| Employee Name | SIN | Student No. | Personnel No. |
| Department | Supervisor's Name | Supervisor's Telephone Number | Pay Period (Start - End Dates) |
| Brief Description of Work Performed | | | Hourly Rate (or Job in TimeLink) |
| Cost Centre | Fund Centre | Order No. | Fund No. |

Actual Hours Worked For This Assignment

| Start of Week 1 (DD/MM/YY): | | | | | | | |
|-----------------------------|-----|-----|------|-----|-------|-----|-----|
| Time | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Total | | | | | | | |
| Start of Week 3 (DD/MM/YY): | | | | | | | |
| Time | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Total | | | | | | | |
| Start of Week 5 (DD/MM/YY): | | | | | | | |
| Time | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Total | | | | | | | |

| Start of Week 2 (DD/MM/YY): | | | | | | | |
|-----------------------------|-----|-----|------|-----|-------|-----|-----|
| Time | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Total | | | | | | | |
| Start of Week 4 (DD/MM/YY): | | | | | | | |
| Time | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Time In | | | | | | | |
| Time Out | | | | | | | |
| SubTotal | | | | | | | |
| Total | | | | | | | |

| Week | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|-----------|--------|--------|--------|--------|--------|
| Total Hrs | | | | | |

IMPORTANT NOTES:

- Please forward complete forms and all attachments (e.g employment contract) to: [Local HR Office / Business Officer]
- Forward a copy of the letter/employment contract on file [at Human Resources] if not done yet.
- Incomplete forms/incorrect information will delay processing.
- For enquires or questions please call [Payroll Service (Central or Local HR Office)]
- Grey Section for Internal Use Only
- Fields in yellow are calculated based on numbers entered in SubTotal Fields

Other Employment at the University of Toronto

Do you currently work in another department/area at the University?

Yes (if yes, please complete section(s) below

No

| | | | |
|-------------------------------------|-------------------|----------------------------------|--------------------------------|
| Department 2 | Supervisor's Name | Supervisor's Telephone Number | Pay Period (Start - End Dates) |
| Brief Description of Work Performed | | Hourly Rate (or Job in TimeLink) | Expected/Actual Hours |

Authority/Approvals: I agree that the above information is an accurate reflection of hours worked during the stated period. In the event that I obtain and concurrently work in another position at the University in the future, I will advise all departments of my employment in the other department(s). If my total combined hours of work may possibly exceed full-time hours as stated in the terms and/or collective agreement governing my employment or 44 hours per week as per the Employment Standards Act of Ontario, whichever comes first, I will be entitled to overtime in accordance with the terms and conditions of my employment. I understand that overtime must be approved in advance by my immediate supervisor(s) or authorized designate, and will be determined in accordance with the terms and conditions of my employment.

| | | | |
|--------------------|------|------------------------|------|
| Employee Signature | Date | Supervisor's Signature | Date |
| Signed By | | Signed By | |