



**NUWORK
PAYROLL TIME SHEET**

TO AVOID PAYROLL PROCESSING DELAYS, ENSURE ALL SHADED AREAS ON TIMESHEET ARE COMPLETED PRIOR TO SUBMITTING TO HUMAN RESOURCES/ PAYROLL- TIMESHEETS@NIPISSING.U.CA

Name
Students must update address on WebAdvisor

S.I.N.
(Note: The last 3 digits of S.I.N. will suffice)

GL Account Wages to be Charged to: Department GL Account **4330.84560 (75%)**
.69030 (25%)

NOTE: PAY ADVICES AND T4'S ARE ON-LINE VIA WebAdvisor-EMPLOYEE LINK

DATE MM/DD/YY	(indicate a m/ p m) HOURS WORKED		*HOURS/ DAY	WORK PERFORMED	HOURLY RATE
	FROM	TO			
TOTAL HOURS WORKED:					

Employee Signature

Supervisor's Name (please print)

Supervisor's Signature

Dept. Chair's Signature (if applicable)

Date (MM/DD/YY)

*** Ensure hours worked do not include the required half-hour unpaid break when working 5 or more consecutive hours.**