



2015-2016 TIMESHEET

266 Epworth Avenue, London, Ontario N6A 2M3 (519)433-3491

Name (Please Print)

Required:	
Ref# (supplied by payroll)	<input type="text"/>
Department	<input type="text"/>
Supervisor Name	<input type="text"/>

DATE	DAY	FROM	TO	TOTAL HOURS
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
			Total Hours	
			Lunch Breaks	
			Net Total Hours	

Authorization Signature

Employee Signature

**Timesheets must be submitted to Payroll one week prior to pay date (See timesheet pay schedule here: <http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>).

IMPORTANT YEAR END REMINDER:

Year End is April 30, 2016.

Any time that has been worked but not yet paid in the 2015-16 Academic Year **MUST** be submitted by ***no later than 10am Monday, May 2, 2016.***

Any timesheets submitted past this date will **NOT** be included in the 2014-15 Academic Year.