



Rental Timesheet

Please Print

Name :		Employee #	Social Insurance Number			
Address including Postal Code			Birthdate:	Year	Month	Day
Date	Name of Event and Permit No.	School	No. of Hours	Hourly Rate	Flat Amount	

Terms and Conditions:

All earnings on rental contracts are subject to the regulations of the Canadian Pension Act, Human Resource Development Canada(UIC) and the Income Tax Act.
 Rental Earnings are not subject to any benefits or coverage except for those under the Worker's Compensation Act. Holiday pay at the applicable rate is included in the above Hourly or Flat Rate.

Payment will be included on your regular monthly pay cheque if this timesheet is received in Administrative Services by the cut off date for the month. Otherwise it will be paid on the following month's regular pay cheque.

Employee Signature:
Principal/Supervisor Signature:
Administrative Services Authorization: