

**Queen's University, Faculty of Law  
TIME SHEET**

NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

STUDENT/EMPLOYEE # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FACULTY SUPERVISOR: \_\_\_\_\_

PROJECT: \_\_\_\_\_

Pay period start date: \_\_\_\_\_ Pay period end date: \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT	WEEKLY TOTALS
<b>Wk#1 Dates</b>								<b>WK #1</b>
<b>Hours</b>								
<b>Wk#2 Dates</b>								<b>WK #2</b>
<b>Hours</b>								

**Total Hours Worked:** \_\_\_\_\_

**Please note: Vacation Pay is 4% & will be added to each pay.**

**\*Remember to  
sign the timesheet**

Student Signature: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

*PLEASE NOTE: A payroll agreement, tax forms and direct deposit information need to be submitted prior to being paid. Please contact [lawcapay@queensu.ca](mailto:lawcapay@queensu.ca) for more information.*

**Permission is required in advance from your supervisor to work on Statutory Holidays.** Statutory Holiday payable based on Labour Standards Act for:  
(1) New Year's (2) Family Day (3) Good Friday (4) Victoria Day (5) Canada Day (6) Civic Holiday (7) Labour Day (8) Thanksgiving (9) Christmas &  
(10) Boxing Day

**For Administrative use only:**

Job Code: \_\_\_\_\_ Combo Code: \_\_\_\_\_ Empl rcd#: \_\_\_\_\_

Fund: \_\_\_\_\_ Dept: \_\_\_\_\_ Acct: \_\_\_\_\_ Prgm: \_\_\_\_\_ Class: \_\_\_\_\_ Project: \_\_\_\_\_

**Date Entered:** \_\_\_\_\_  
*OFFICE USE ONLY*