

**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
Wk#1 Dates								WK #1
Hours								
Wk#2 Dates								WK #2
Hours								

Total Hours Worked: _____

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

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 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