

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 and tax forms need to be submitted prior to being paid. In addition, please ensure your direct deposit information is up to date on MyHR. Please contact CasualPayLaw@queensu.ca for more information.

Written permission is required in advance from your supervisor to work on Holidays observed by Queen's University. Statutory Holidays are payable based on Employment Standards Act for: (1) New Year's (2) Family Day (3) Good Friday (4) Victoria Day (5) Canada Day (6) Labour Day (7) Thanksgiving (8) Christmas & (9) Boxing Day.

Civic Holiday is also a paid holiday and should not be worked without written permission from your supervisor.

Please ensure approved time sheets are submitted to CasualPayLaw@queensu.ca prior to the applicable payroll cutoff date.