Animal Biosciences - Guidelines for “Hours Worked” Submission

You may submit your hours worked one of the 2 following ways by NOON on the Thursday alternate to pay weeks:

1) **In person** - Timesheets are due on a bi-weekly basis by NOON on Thursdays alternate to pay weeks. Blank timesheets are available on the Animal Biosciences website under Forms/Files or in ANNU 147. Please place timesheets in the “Completed Time Sheets” inbox in ANNU 147. A list of pay periods and associated submission dates are provided on the Animal Biosciences website under Forms/Files "Payroll - timesheet schedule". Your supervisor’s signature is **mandatory**. Timesheets without a supervisor’s signature will no longer be processed.

2) **By email** - using the following format:

<table>
<thead>
<tr>
<th>To:</th>
<th><a href="mailto:kmck@uoguelph.ca">kmck@uoguelph.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cc:</td>
<td>Your supervisor’s EMAIL address must be here</td>
</tr>
<tr>
<td>Subject:</td>
<td>“Hours – Pay Period Ending “DATE”</td>
</tr>
<tr>
<td></td>
<td>“Here is my submission for the pay period “DATES”</td>
</tr>
<tr>
<td>Date - # of hours</td>
<td></td>
</tr>
<tr>
<td>Date - # of hours</td>
<td></td>
</tr>
<tr>
<td>Date - # of hours</td>
<td></td>
</tr>
<tr>
<td>TOTAL: # of hours worked in time period</td>
<td></td>
</tr>
</tbody>
</table>

- Indicate only the dates you have worked in the pay period and the hours worked on each day
- Include the total number of hours worked for the time period
- You **must “cc:” your supervisor** when sending your email to me (in lieu of a signature) – otherwise your hours will not be processed

*Estimation of hours worked on the last day of the pay period may be required (submission Thursday) – hours over/under estimated may be adjusted on the following submission

**Do not save/bank your hours and submit in bulk – even if your work totals seem minuscule … please report every pay period unless you do not work at all

If you have questions at any time regarding submitting hours or your pay in general, please contact us (Karina - ext. 56219, ANNU 144, kmck@uoguelph.ca; Diana - ext. 52676, ANNU 147, drau@uoguelph.ca)

Thank you in advance for your cooperation,

Karina McKenzie, Undergraduate Program Assistant
Diana Rau, Administrative Officer

March 1, 2018 - revised