

St. Thomas University - Student Time Sheets

Please print

_____ *Name* _____ *Student #*

Payperiod: August 31, 2024 to September 13, 2024

Paydate: Septemeber 20, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Aug 31/24						
Sunday	Sep 1/24						
Monday	Sep 2/24	LABOUR DAY - UNIVERSITY CLOSED					
Tuesday	Sep 3/24						
Wednesday	Sep 4/24						
Thursday	Sep 5/24						
Friday	Sep 6/24						
Saturday	Sep 7/24						
Sunday	Sep 8/24						
Monday	Sep 9/24						
Tuesday	Sep 10/24						
Wednesday	Sep 11/24						
Thursday	Sep 12/24						
Friday	Sep 13/24						
TOTAL HOURS							

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ \$ _____ X _____ = \$ _____ _____ - _____ - _____
 Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)

_____ Department _____ Position Worked _____ Supervisor - please print and sign name

**Please review Student Employment Classificaion Rubric on Human Resources Website* ** (Hourly rate includes 4% vacation pay)*

_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print

Name

Student #

Payperiod: September 14, 2024 to September 27, 2024

Paydate: October 4, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Sep 14/24					
Sunday	Sep 15/24					
Monday	Sep 16/24					
Tuesday	Sep 17/24					
Wednesday	Sep 18/24					
Thursday	Sep 19/24					
Friday	Sep 20/24					
Saturday	Sep 21/24					
Sunday	Sep 22/24					
Monday	Sep 23/24					
Tuesday	Sep 24/24					
Wednesday	Sep 25/24					
Thursday	Sep 26/24					
Friday	Sep 27/24					
TOTAL HOURS						

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_____ Department _____ Position Worked _____ Supervisor - please print and sign name

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_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print _____

Name

Student #

Payperiod: September 28, 2024 to October 11, 2024

Paydate: October 18, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Sep 28/24						
Sunday	Sep 29/24						
Monday	Sep 30/24	National Day of Truth & Reconciliation - University Closed					
Tuesday	Oct 1/24						
Wednesday	Oct 2/24						
Thursday	Oct 3/24						
Friday	Oct 4/24						
Saturday	Oct 5/24						
Sunday	Oct 6/24						
Monday	Oct 7/24						
Tuesday	Oct 8/24						
Wednesday	Oct 9/24						
Thursday	Oct 10/24						
Friday	Oct 11/24						
TOTAL HOURS							

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_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

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Name

Student #

Payperiod: October 12, 2024 to October 25, 2024

Paydate: November 1, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Oct 12/24						
Sunday	Oct 13/24						
Monday	Oct 14/24	Thanksgiving - University Closed					
Tuesday	Oct 15/24						
Wednesday	Oct 16/24						
Thursday	Oct 17/24						
Friday	Oct 18/24						
Saturday	Oct 19/24						
Sunday	Oct 20/24						
Monday	Oct 21/24						
Tuesday	Oct 22/24						
Wednesday	Oct 23/24						
Thursday	Oct 24/24						
Friday	Oct 25/24						
TOTAL HOURS							

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_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print _____
Name Student #

Payperiod: October 26, 2024 to November 8, 2024
Paydate: November 15, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Oct 26/24					
Sunday	Oct 27/24					
Monday	Oct 28/24					
Tuesday	Oct 29/24					
Wednesday	Oct 30/24					
Thursday	Oct 31/24					
Friday	Nov 1/24					
Saturday	Nov 2/24					
Sunday	Nov 3/24					
Monday	Nov 4/24					
Tuesday	Nov 5/24					
Wednesday	Nov 6/24					
Thursday	Nov 7/24					
Friday	Nov 8/24					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ - _____ \$ _____ X _____ = \$ _____ _____ - _____ - _____ - _____
 Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ _____ _____
 Department Position Worked Supervisor - please print and sign name

 Department Chair / Director Authorization

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St. Thomas University - Student Time Sheets

Please print _____

Name

Student #

Payperiod: November 9, 2024 to November 22, 2024

Paydate: November 29, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Nov 9/24						
Sunday	Nov 10/24						
Monday	Nov 11/24	Remembrance Day - University Closed					
Tuesday	Nov 12/24						
Wednesday	Nov 13/24						
Thursday	Nov 14/24						
Friday	Nov 15/24						
Saturday	Nov 16/24						
Sunday	Nov 17/24						
Monday	Nov 18/24						
Tuesday	Nov 19/24						
Wednesday	Nov 20/24						
Thursday	Nov 21/24						
Friday	Nov 22/24						
TOTAL HOURS							

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

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 Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)

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_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

This is the last payment of the year

Please print _____

Name

Student #

Payperiod: November 23, 2024 to December 6, 2024

Paydate: December 13, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Nov 23/24					
Sunday	Nov 24/24					
Monday	Nov 25/24					
Tuesday	Nov 26/24					
Wednesday	Nov 27/24					
Thursday	Nov 28/24					
Friday	Nov 29/24					
Saturday	Nov 30/24					
Sunday	Dec 1/24					
Monday	Dec 2/24					
Tuesday	Dec 3/24					
Wednesday	Dec 4/24					
Thursday	Dec 5/24					
Friday	Dec 6/24					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ - _____ \$ _____ X _____ = \$ _____ - _____ - _____ - _____

Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)

* (Hourly rate includes 4% vacation pay)

Department _____
Position Worked _____
Supervisor - please print and sign name

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Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

PLEASE NOTE THE PAYDATE - JANUARY 10, 2025

Please print _____

Payperiod: December 7, 2024 to December 20, 2024

Name

Student #

Paydate: January 10, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Dec 7/24					
Sunday	Dec 8/24					
Monday	Dec 9/24					
Tuesday	Dec 10/24					
Wednesday	Dec 11/24					
Thursday	Dec 12/24					
Friday	Dec 13/24					
Saturday	Dec 14/24					
Sunday	Dec 15/24					
Monday	Dec 16/24					
Tuesday	Dec 17/24					
Wednesday	Dec 18/24					
Thursday	Dec 19/24					
Friday	Dec 20/24					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____ - ____ - _____ - _____

Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)

* (Hourly rate includes 4% vacation pay)

Department _____
Position Worked _____
Supervisor - please print and sign name

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Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print _____

Payperiod: December 21, 2024 to January 3, 2025

Name

Student #

Paydate: January 10, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Dec 21/24					
Sunday	Dec 22/24					
Monday	Dec 23/24					
Tuesday	Dec 24/24	University Closed				
Wednesday	Dec 25/24	University Closed				
Thursday	Dec 26/24	University Closed				
Friday	Dec 27/24	University Closed				
Saturday	Dec 28/24					
Sunday	Dec 29/24					
Monday	Dec 30/24	University Closed				
Tuesday	Dec 31/24	University Closed				
Wednesday	Jan 1/25	University Closed				
Thursday	Jan 2/25					
Friday	Jan 3/25					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ - _____ \$ _____ X _____ = \$ _____ - _____ - _____ - _____

Budget Number _____ Hourly Rate * _____ Total Hours _____ Total Deposit _____ Top-Up Budget Number (if applicable) _____
 * (Hourly rate includes 4% vacation pay)

Department _____ Position Worked _____ Supervisor - please print and sign name _____

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Department Chair / Director Authorization