

St. Thomas University - Student Time Sheets

Please print

_____ _____
Name *Student #*

Payperiod: August 19, 2023 to September 1, 2023
Paydate: September 8, 2023

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Aug 19/23					
Sunday	Aug 20/23					
Monday	Aug 21/23					
Tuesday	Aug 22/23					
Wednesday	Aug 23/23					
Thursday	Aug 24/23					
Friday	Aug 25/23					
Saturday	Aug 26/23					
Sunday	Aug 27/23					
Monday	Aug 28/23					
Tuesday	Aug 29/23					
Wednesday	Aug 30/23					
Thursday	Aug 31/23					
Friday	Sep 1/23					
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

**Please review Student Employment Classification Rubric on Human Resources Website*

_____ Department Chair / Director Authorization

St. Thomas University - Student Time Sheets

Please print

_____ Name _____ Student #

Payperiod: September 2, 2023 to September 15, 2023

Paydate: September 22, 2023

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Sep 2/23						
Sunday	Sep 3/23						
Monday	Sep 4/23	Labour Day - University Closed					
Tuesday	Sep 5/23						
Wednesday	Sep 6/23						
Thursday	Sep 7/23						
Friday	Sep 8/23						
Saturday	Sep 9/23						
Sunday	Sep 10/23						
Monday	Sep 11/23						
Tuesday	Sep 12/23						
Wednesday	Sep 13/23						
Thursday	Sep 14/23						
Friday	Sep 15/23						
TOTAL HOURS							

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_____ \$ _____ 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 _____

Name

Student #

Payperiod: September 30, 2023 to October 13, 2023

Paydate: October 20, 2023

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Sep 30/23						
Sunday	Oct 1/23						
Monday	Oct 2/23						
Tuesday	Oct 3/23						
Wednesday	Oct 4/23						
Thursday	Oct 5/23						
Friday	Oct 6/23						
Saturday	Oct 7/23						
Sunday	Oct 8/23						
Monday	Oct 9/23	Thanksgiving - University Closed					
Tuesday	Oct 10/23						
Wednesday	Oct 11/23						
Thursday	Oct 12/23						
Friday	Oct 13/23						
TOTAL HOURS							

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

* (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 _____

Name

Student #

Payperiod: October 14, 2023 to October 27, 2023

Paydate: November 3, 2023

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

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Please print _____
Name Student #

October 28, 2023 to November 10, 2023
 November 17, 2023

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	OCT 28/23					
Sunday	OCT 29/23					
Monday	OCT 30/23					
Tuesday	OCT 31/23					
Wednesday	NOV 1/23					
Thursday	NOV 2/23					
Friday	NOV 3/23					
Saturday	NOV 4/23					
Sunday	NOV 5/23					
Monday	NOV 6/23					
Tuesday	NOV 7/23					
Wednesday	NOV 8/23					
Thursday	NOV 9/23					
Friday	NOV 10/2					
					TOTAL HOURS	

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_____ \$ _____ 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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Please print _____

Name

Student #

Payperiod: November 11, 2023 to November 24, 2023

Paydate: December 1, 2023

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	NOV 11/23	Remembrance Day					
Sunday	NOV 12/23						
Monday	NOV 13/23						
Tuesday	NOV 14/23						
Wednesday	NOV 15/23						
Thursday	NOV 16/23						
Friday	NOV 17/23						
Saturday	NOV 18/23						
Sunday	NOV 19/23						
Monday	NOV 20/23						
Tuesday	NOV 21/23						
Wednesday	NOV 22/23						
Thursday	NOV 23/23						
Friday	NOV 24/23						
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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St. Thomas University - Student Time Sheets
*****THIS WILL BE THE LAST STUDENT PAY BEFORE CHRISTMAS*****

Please print

2023-11-25 to December 8, 2023

Name

Student #

December 15, 2023

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	NOV 25/23					
Sunday	NOV 26/23					
Monday	NOV 27/23					
Tuesday	NOV 28/23					
Wednesday	NOV 29/23					
Thursday	NOV 30/23					
Friday	DEC 1/23					
Saturday	DEC 2/23					
Sunday	DEC 3/23					
Monday	DEC 4/23					
Tuesday	DEC 5/23					
Wednesday	DEC 6/23					
Thursday	DEC 7/23					
Friday	DEC 8/23					
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
 * (Hourly rate includes 4% vacation pay)

\$ _____ - _____ - _____ - _____
 Total Deposit Top-Up Budget Number
 (if applicable)

_____ Department _____ Position Worked

_____ Supervisor - please print and sign name

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St. Thomas University - Student Time Sheets

*****THIS PAY WILL BE DEPOSITED IN JANUARY 2024*****

Please print _____

Payperiod: December 9, 2023 to December 22, 2023

Name

Student #

Paydate: January 12, 2024

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	DEC 9/23					
Sunday	DEC 10/23					
Monday	DEC 11/23					
Tuesday	DEC 12/23					
Wednesday	DEC 13/23					
Thursday	DEC 14/23					
Friday	DEC 15/23					
Saturday	DEC 16/23					
Sunday	DEC 17/23					
Monday	DEC 18/23					
Tuesday	DEC 19/23					
Wednesday	DEC 20/23					
Thursday	DEC 21/23					
Friday	DEC 22/23					
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	=	\$	_____ - _____ - _____	Top-Up Budget
Budget Number	Hourly Rate *		Total Hours	Total Deposit	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

