

# St. Thomas University -Time Sheets

**Please print** \_\_\_\_\_  
Name

**Payperiod:** January 4, 2025 to January 17, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jan 4/25					
Sunday	Jan 5/25					
Monday	Jan 6/25					
Tuesday	Jan 7/25					
Wednesday	Jan 8/25					
Thursday	Jan 9/25					
Friday	Jan 10/25					
Saturday	Jan 11/25					
Sunday	Jan 12/25					
Monday	Jan 13/25					
Tuesday	Jan 14/25					
Wednesday	Jan 15/25					
Thursday	Jan 16/25					
Friday	Jan 17/25					
<b>TOTAL HOURS</b>						

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

_____	_____	_____
Department	Position Worked	Supervisor - please print and sign name
Department Chair / Director Authorization		

## St. Thomas University - Time Sheets

**Please print** \_\_\_\_\_

*Name*

**Payperiod:** January 18, 2025 to January 31, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jan 18/25					
Sunday	Jan 19/25					
Monday	Jan 20/25					
Tuesday	Jan 21/25					
Wednesday	Jan 22/25					
Thursday	Jan 23/25					
Friday	Jan 24/25					
Saturday	Jan 25/25					
Sunday	Jan 26/25					
Monday	Jan 27/25					
Tuesday	Jan 28/25					
Wednesday	Jan 29/25					
Thursday	Jan 30/25					
Friday	Jan 31/25					
<b>TOTAL HOURS</b>						

**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.**

_____ Budget Number	\$	X	=	\$	_____ Top-Up Budget Number (if applicable)
	Hourly Rate				
	*				
		Total Hours		Total Deposit	
		<i>* (Hourly rate includes 4% vacation pay)</i>			
_____ Department	_____ Position Worked	_____ Supervisor - please print and sign name			
_____ Department Chair / Director Authorization					

# St. Thomas University - Time Sheets

**Please print** \_\_\_\_\_  
Name

**Payperiod:** February 1, 2025 to February 14, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Feb 1/25					
Sunday	Feb 2/25					
Monday	Feb 3/25					
Tuesday	Feb 4/25					
Wednesday	Feb 5/25					
Thursday	Feb 6/25					
Friday	Feb 7/25					
Saturday	Feb 8/25					
Sunday	Feb 9/25					
Monday	Feb 10/25					
Tuesday	Feb 11/25					
Wednesday	Feb 12/25					
Thursday	Feb 13/25					
Friday	Feb 14/25					
<b>TOTAL HOURS</b>						

**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.**

_____ Budget Number	\$	X	=	\$	_____ Top-Up Budget Number (if applicable)
	Hourly Rate				
	*				
		Total Hours		Total Deposit	
		* (Hourly rate includes 4% vacation pay)			
_____ Department	_____ Position Worked	_____ Supervisor - please print and sign name			
_____ Department Chair / Director Authorization					

# St. Thomas University - Time Sheets

Please print \_\_\_\_\_

Payperiod: February 15, 2025 to February 28, 2025

Name

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Feb 15/25						
Sunday	Feb 16/25						
Monday	Feb 17/25	<b>NB FAMILY DAY - UNIVERSITY CLOSED</b>					
Tuesday	Feb 18/25						
Wednesday	Feb 19/25						
Thursday	Feb 20/25						
Friday	Feb 21/25						
Saturday	Feb 22/25						
Sunday	Feb 23/25						
Monday	Feb 24/25						
Tuesday	Feb 25/25						
Wednesday	Feb 26/25						
Thursday	Feb 27/25						
Friday	Feb 28/25						
<b>TOTAL HOURS</b>							

**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

# St. Thomas University - Time Sheets

Please print \_\_\_\_\_

Payperiod: March 1, 2025 to March 14, 2025

Name

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS	
Saturday	Mar 1/25						
Sunday	Mar 2/25						
Monday	Mar 3/25	<b>READING WEEK</b>					
Tuesday	Mar 4/25	<b>READING WEEK</b>					
Wednesday	Mar 5/25	<b>READING WEEK</b>					
Thursday	Mar 6/25	<b>READING WEEK</b>					
Friday	Mar 7/25	<b>READING WEEK</b>					
Saturday	Mar 8/25						
Sunday	Mar 9/25						
Monday	Mar 10/25						
Tuesday	Mar 11/25						
Wednesday	Mar 12/25						
Thursday	Mar 13/25						
Friday	Mar 14/25						
<b>TOTAL HOURS</b>							

**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

# St. Thomas University -Time Sheets

**Please print** \_\_\_\_\_

**Payperiod:** March 15, 2025 to March 28, 2025

Name

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Mar 15/25					
Sunday	Mar 16/25					
Monday	Mar 17/25					
Tuesday	Mar 18/25					
Wednesday	Mar 19/25					
Thursday	Mar 20/25					
Friday	Mar 21/25					
Saturday	Mar 22/25					
Sunday	Mar 23/25					
Monday	Mar 24/25					
Tuesday	Mar 25/25					
Wednesday	Mar 26/25					
Thursday	Mar 27/25					
Friday	Mar 28/25					
<b>TOTAL HOURS</b>						

**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

# St. Thomas University - Time Sheets

**Please print** \_\_\_\_\_

**Payperiod:** March 29, 2025 to April 11, 2025

*Name*

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Mar 29/25					
Sunday	Mar 30/25					
Monday	Mar 31/25					
Tuesday	Apr 1/25					
Wednesday	Apr 2/25					
Thursday	Apr 3/25					
Friday	Apr 4/25					
Saturday	Apr 5/25					
Sunday	Apr 6/25					
Monday	Apr 7/25					
Tuesday	Apr 8/25					
Wednesday	Apr 9/25					
Thursday	Apr 10/25					
Friday	Apr 11/25					
<b>TOTAL HOURS</b>						

**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

# St. Thomas University - Time Sheets

Please print \_\_\_\_\_  
Name

**Payperiod:** April 12, 2025 to April 25, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Apr 12/25					
Sunday	Apr 13/25					
Monday	Apr 14/25					
Tuesday	Apr 15/25					
Wednesday	Apr 16/25					
Thursday	Apr 17/25					
Friday	Apr 18/25	<b>GOOD FRIDAY - UNIVERSITY CLOSED</b>				
Saturday	Apr 19/25					
Sunday	Apr 20/25					
Monday	Apr 21/25	<b>EASTER MONDAY - UNIVERSITY CLOSED</b>				
Tuesday	Apr 22/25					
Wednesday	Apr 23/25					
Thursday	Apr 24/25					
Friday	Apr 25/25					
<b>TOTAL HOURS</b>						

**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



# St. Thomas University - Time Sheets

Please print \_\_\_\_\_

**Payperiod:** April 26, 2025 to May 9, 2025

*Name*

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Apr 26/25					
Sunday	Apr 27/25					
Monday	Apr 28/25					
Tuesday	Apr 29/25					
Wednesday	Apr 30/25					
Thursday	May 1/25					
Friday	May 2/25					
Saturday	May 3/25					
Sunday	May 4/25					
Monday	May 5/25					
Tuesday	May 6/25					
Wednesday	May 7/25					
Thursday	May 8/25					
Friday	May 9/25					
<b>TOTAL HOURS</b>						

**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			

## St. Thomas University - Time Sheets

**Please print** \_\_\_\_\_  
Name

**Payperiod:** May 10, 2025 to May 23, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	May 10/25					
Sunday	May 11/25					
Monday	May 12/25					
Tuesday	May 13/25					
Wednesday	May 14/25					
Thursday	May 15/25					
Friday	May 16/25					
Saturday	May 17/25					
Sunday	May 18/25					
Monday	May 19/25	<b>VICTORIA DAY - UNIVERSITY CLOSED</b>				
Tuesday	May 20/25					
Wednesday	May 21/25					
Thursday	May 22/25					
Friday	May 23/25					
<b>TOTAL HOURS</b>						

**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 * <i>*(Hourly rate includes 4% vacation pay)</i>	Total Hours	Total Deposit                      Top-Up Budget Number (if applicable)
Department	Position Worked	Supervisor - please print and sign name	
Department Chair / Director Authorization			