

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:

To:	kmck@uoguelph.ca
Cc:	Your supervisor’s EMAIL address must be here
Subject:	“Hours – Pay Period Ending “DATE”
“Here is my submission for the pay period “DATES”	
Date - # of hours	
Date - # of hours	
Date - # of hours	
TOTAL: # of hours worked in time period	

- 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*