

## 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** – At this time all time reported hours, whether completing a timesheet template or reporting hours via an email – are to be emailed to: Karina McKenzie [kmck@uoguelph.ca](mailto:kmck@uoguelph.ca). 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. 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:	<a href="mailto:kmck@uoguelph.ca">kmck@uoguelph.ca</a>
Cc:	<b>Your supervisor's EMAIL address must be here</b>
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](mailto:kmck@uoguelph.ca); Diana - ext. 52676, ANNU 147, [drau@uoguelph.ca](mailto:drau@uoguelph.ca))

***Thank you in advance for your cooperation,***

Karina McKenzie, Undergraduate Program Assistant  
Diana Rau, Administrative Officer

*Oct 20, 2021 - revised*