

Animal Biosciences - Guidelines for “Hours Worked” Submission

All time-reporting hours are submitted via email by NOON on the Thursday *alternate* to pay weeks:

All time reported hours, whether completing a timesheet template or reporting hours using the reporting format provided below – are to be emailed to: Karina McKenzie 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". Should you choose to use the Timesheet template – you must ensure you cc your supervisor on the hours being submitted, the supervisor does not have to sign the physical timesheet - unless that is something the supervisor prefers to do. Emails with reported hours that are not cc'd to the supervisor - **will not be processed**.

Email Format to provide time-reported hours:

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

June 20, 2025 - revised