



**COLLEGE of
BIOLOGICAL SCIENCE**

DEPARTMENT OF MOLECULAR
AND CELLULAR BIOLOGY

HOURLY TIMESHEET

**IN ORDER TO ENSURE PROPER REIMBURSEMENT, TIMESHEETS
MUST BE SUBMITTED ON THE DUE DATE.**

NAME:

REPORTING PERIOD:

DUE: Noon on the Wednesday before the pay period ends

YOU MAY NEED TO ESTIMATE HOURS

Date	From (e.g. 2-4)	Hours	Date	From (e.g. 2-4)	Hours
Fri.			Fri.		
Sat.			Sat.		
Sun.			Sun.		
Mon.			Mon.		
Tues.			Tues.		
Wed.			Wed. (time sheet due)		
Thurs.			Thurs.		

Total # of Hours:

EMPLOYEE SIGNATURE:

SUPERVISOR SIGNATURE:

Submit signed form to Cari Bish, cbish@uoguelph.ca