

Financial Office Use Only Wage Type: _____
 CC or IO: _____ CFC: _____ Fund: _____

TIMESHEET FOR MUNK CASUAL EMPLOYEES, PAID MONTHLY

REFER TO PAYROLL DEADLINES AT <http://webapp.mcis.utoronto.ca/Resources.aspx>

Name: _____
(First/Last)

Personnel #: _____

Month: _____

Payroll deadline for this period is: _____

(Please use both pages, one for each month)

DD/MM/YYYY

DATE	Brief Description of Work Performed	HOURS	DATE	Brief Description of Work Performed	HOURS
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16				Total for the month:	

Total hours for the pay period: _____

Supervisor: _____ Supervisor's signature: _____
PLEASE PRINT NAME

Grant/Project to be debited: _____ Supervisor's telephone number: _____

Date form signed by supervisor: _____ Hourly Rate: _____
(DD/MM/YYYY)

Name: _____

Month: _____

(Please use both pages, one for each month)

DATE	Brief Description of Work Performed	HOURS	DATE	Brief Description of Work Performed	HOURS
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16				Total for the month:	

Please submit your signed form by 5pm to Sue Ann Truong / Vanessa Johan mailbox at MUNK reception. For inquiries, contact MUNK Finance Office, Room 061S for:

Sue Ann Truong
 416-946-3852
 sueann.truong@utoronto.ca

Vanessa Johan
 416-946-8902
 vanessa.johan@utoronto.ca