# **University of Alberta - Interim Staffing Solutions (ISS)Semi-Monthly Timesheet**

**Employee Name:** Click here to enter text.

**ID Number:** Click here to enter text.

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| --- |
| **IMPORTANT NOTES:**Complete a separate time sheet for each assignment, pay period and overtime hours.* Enter the exact number of hours worked (up to 2 decimal places) – eg. 7, 6.25, 4.5, 5.75, etc. Remember that lunch breaks are **unpaid**.
* Record regular hours and if applicable, record statutory holidays (enter “stat) and illness hours (enter “sick” with the number of hours).
* Please **do not** fill in information below Employee Signature.
* Overtime must be approved by supervisor **before** being worked.
* Do not enter vacation time as you are paid vacation pay each pay period.
* **Please email to** **hriss@ualberta.ca** **and give a copy to your supervisor.**
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**Month & Year:** Click here to enter text.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\****all* ***overtime hours*** *must be submitted on a separate time sheet
\*\*if applicable, record* ***statutory holidays*** *(enter “stat”)**and* ***illness hours*** *(“sick” with the number of hours)*

**Charge to Speed Code:** Click here to enter text. **Account Code:** 502428

**Department Name:** Click here to enter text.

**Department Authorization (signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Regular Hours** | **OT Hours (1.5X)** | **OT Hours (2X)** | **Stat Hours**  | **Paid Illness**  | **Employee Pay Rate** | **Employee Pay** | **Dept Charge Back** |
|  |  |  |  |  | $ | $ | $ |

*The personal information requested on this form is collected under the authority of Section 33c of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act.  This information will be used for the purpose of managing personnel in Interim Staffing Solutions.  Direct any questions about this collection to Human Resource Services, 2-60 University Terrace, Telephone: (780) 492-4555.*

**ISS Database ~ Entered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PeopleSoft ~ Entered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chargeback ~ Entered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**