

# TIMESHEET INSTRUCTIONS Please Read

1. Enter your name and your Employee ID number at the top of the page

2. Enter your start time, end time and your unpaid meal period for each day you worked. Meal periods

1.0 = 1 hour

0.5 = 30 minutes

3. Calculate your total hours by subtracting your unpaid meal period from your total number of hours.

(Example: 8:30am - 4:30pm = 8 hours. Subtract 30 minutes unpaid meal period = 7.5 hours)

4. Once you have completed your timesheet, please submit to your supervisor and obtain their signature.

5. Upload to the signed timesheet to the specified location in the bi-weekly email labelled:

**LastName\_FirstName\_Timesheet\_StartDate-EndDate**

Department: Biochemistry & Biomedical Sciences

Please submit biweekly time sheet to dropbox: \_\_\_\_\_

Employee (print):

← 1. ENTER NAME HERE

Employee #:

← ENTER EMPLOYEE NUMBER HERE

**Deadline: 5pm on** \_\_\_\_\_

**WEEK 1**

Day	Date	Start Time	End Time	Unpaid Meal Period <small>Enter 1.0 hour or 0.5 hour</small>	Total Hours <small>(Less unpaid meal period)</small>
Sunday				2. ENTER LUNCH HOUR HERE ↓ (1.0 = 1 HOUR 0.5 = 30 MINS)	
Monday		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					3. CALCULATE TOTAL HOURS HERE (MINUS UNPAID MEAL PERIOD) ↓
<b>Weekly Total:</b>					

**WEEK 2**

Day	Date	Start Time	End Time	Unpaid Meal Period <small>Enter 1.0 hour or 0.5 hour</small>	Total Hours <small>(Less unpaid meal period)</small>
Sunday					
Monday		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Weekly Total:</b>					

\_\_\_\_\_  
Supervisor or delegate signature

← 4. SUPERVISOR SIGNATURE HERE