



Employee Timesheet for Temporary/Casual Work

Name:			
Address:			
Social Insurance Number:		Date of Birth:	
Student Number:		Year in Program:	Hourly Rate:
Undergrad	Graduate	Other	If Other:

For office use only

Fund Name:	Fund Number:
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Date (MM / DD / YYYY)	Description of Work	Hours Worked	Total # of Hours
Total Hours			

A minimum of three hours per shift must be reported for any scheduled work. This form must be returned to Room 520 Arts Building, or submitted to asg.payroll@usask.ca by the 25th of the month.