



PAYROLL TIMESHEET - PART-TIME STAFF

Human Resources, Brock University

Please complete the following information (all fields must be completed for timesheets to be processed),

Name

Employee no.

Account no.

Hourly pay rate

Department

Timesheet Authorization no.

Week ending (Saturday's Date)		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total Hours Worked/Week		

NOTE: This sheet should be forwarded directly to the Payroll Department (ST1240) and received by them no later than two weeks prior to pay day. Employees will be paid every second Friday. Please ensure that a Timesheet Authorization has been signed and completed and that the employee has completed an Income Tax Form-TD1.