

St. Thomas University - Time Sheets

Please print

Name

Payperiod: August 30, 2025 to September 12, 2025

Pay date: September 19, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Aug 30/25					
Sunday	Aug 31/25					
Monday	Sept 1/25	LABOUR DAY - UNIVERSITY CLOSED				
Tuesday	Sept 2/25					
Wednesday	Sept 3/25					
Thursday	Sept 4/25					
Friday	Sept 5/25					
Saturday	Sept 6/25					
Sunday	Sept 7/25					
Monday	Sept 8/25					
Tuesday	Sept 9/25					
Wednesday	Sept 10/25					
Thursday	Sept 11/25					
Friday	Sept 12/25					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

____ - ____ - _____

Budget Number

\$ _____ X _____ =

Hourly Rate

*

Total Hours

* (Hourly rate includes 4% vacation pay)

\$ _____ - ____ - _____ - _____

Total Deposit

Top-Up Budget Number (if applicable)

Department

Position Worked

Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

Name

Payperiod: September 13, 2025 to September 26, 2025

Pay date: October 3, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Sep 13/25					
Sunday	Sep 14/25					
Monday	Sep 15/25					
Tuesday	Sep 16/25					
Wednesday	Sep 17/25					
Thursday	Sep 18/25					
Friday	Sep 19/25					
Saturday	Sep 20/25					
Sunday	Sep 21/25					
Monday	Sep 22/25					
Tuesday	Sep 23/25					
Wednesday	Sep 24/25					
Thursday	Sep 25/25					
Friday	Sep 26/25					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

____ - ____ - ____
Budget Number

\$ ____ X ____ =
Hourly Rate
* Total Hours
* (Hourly rate includes 4% vacation pay)

\$ ____
Total Deposit
____ - ____ - ____ - ____
Top-Up Budget Number (if applicable)

Department

Position Worked

Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

Name

Payperiod:

September 27, 2025 to October 10, 2025

Pay date:

October 17, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Sep 27/25					
Sunday	Sep 28/25					
Monday	Sep 29/25					
Tuesday	Sep 30/25	TRUTH & RECONCILIATION DAY - UNIVERSITY CLOSED				
Wednesday	Oct 1/25					
Thursday	Oct 2/25					
Friday	Oct 3/25					
Saturday	Oct 4/25					
Sunday	Oct 5/25					
Monday	Oct 6/25					
Tuesday	Oct 7/25					
Wednesday	Oct 8/25					
Thursday	Oct 9/25					
Friday	Oct 10/25					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ \$ _____ X _____ = \$ _____
 Budget Number Hourly Rate * Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ Department _____ Position Worked _____ Supervisor - please print and sign name
 _____ Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print _____
Name

Payperiod: October 11, 2025 to October 24, 2025
Pay date: October 31, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Oct 11/25					
Sunday	Oct 12/25					
Monday	Oct 13/25	THANKSGIVING - UNIVERSITY CLOSED				
Tuesday	Oct 14/25					
Wednesday	Oct 15/25					
Thursday	Oct 16/25					
Friday	Oct 17/25					
Saturday	Oct 18/25					
Sunday	Oct 19/25					
Monday	Oct 20/25					
Tuesday	Oct 21/25					
Wednesday	Oct 22/25					
Thursday	Oct 23/25					
Friday	Oct 24/24					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____ - ____ - _____ - _____
 Budget Number Hourly Rate Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

Department Position Worked Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print _____
Name

Payperiod: October 25, 2025 to November 7, 2025

Pay date: November 14, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Oct 25/25					
Sunday	Oct 26/25					
Monday	Oct 27/25					
Tuesday	Oct 28/25					
Wednesday	Oct 29/25					
Thursday	Oct 30/25					
Friday	Oct 31/25					
Saturday	Nov 1/25					
Sunday	Nov 2/25					
Monday	Nov 3/25					
Tuesday	Nov 4/25					
Wednesday	Nov 5/25					
Thursday	Nov 6/25					
Friday	Nov 7/25					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ \$ _____ X _____ = \$ _____ - _____ - _____ - _____
 Budget Number Hourly Rate Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

 Department Position Worked Supervisor - please print and sign name

 Department Chair / Director Authorization

St. Thomas University -Time Sheets

Please print

Name

Payperiod: November 8, 2025 to November 21, 2025

Pay date: November 28, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Nov 8/25					
Sunday	Nov 9/25					
Monday	Nov 10/25	READING WEEK				
Tuesday	Nov 11/25	REMEMBRANCE DAY - UNIVERSITY CLOSED				
Wednesday	Nov 12/25	READING WEEK				
Thursday	Nov 13/25	READING WEEK				
Friday	Nov 14/25	READING WEEK				
Saturday	Nov 15/25					
Sunday	Nov 16/25					
Monday	Nov 17/25					
Tuesday	Nov 18/25					
Wednesday	Nov 19/25					
Thursday	Nov 20/25					
Friday	Nov 21/25					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ \$ _____ X _____ = \$ _____
 Budget Number Hourly Rate Total Hours Total Deposit Top-Up Budget Number (if applicable)
 *
 * (Hourly rate includes 4% vacation pay)

_____ Department _____ Position Worked _____ Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

Name

Payperiod: November 22, 2025 to December 5, 2025

Pay date: December 12, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Nov 22/25					
Sunday	Nov 23/25					
Monday	Nov 24/25					
Tuesday	Nov 25/25					
Wednesday	Nov 26/25					
Thursday	Nov 27/25					
Friday	Nov 28/25					
Saturday	Nov 29/25					
Sunday	Nov 30/25					
Monday	Dec 1/25					
Tuesday	Dec 2/25					
Wednesday	Dec 3/25					
Thursday	Dec 4/25					
Friday	Dec 5/25					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____ - ____ - _____ - _____

Budget Number Hourly Rate
* Total Hours Total Deposit Top-Up Budget Number (if applicable)
* (Hourly rate includes 4% vacation pay)

Department Position Worked Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: December 6, 2025 to December 19, 2025

Pay date: **DECEMBER 29/25**

PLEASE NOTE DEPOSIT DATE!!!

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Dec 6/25					
Sunday	Dec 7/25					
Monday	Dec 8/25					
Tuesday	Dec 9/25					
Wednesday	Dec 10/25					
Thursday	Dec 11/25					
Friday	Dec 12/25					
Saturday	Dec 13/25					
Sunday	Dec 14/25					
Monday	Dec 15/25					
Tuesday	Dec 16/25					
Wednesday	Dec 17/25					
Thursday	Dec 18/25					
Friday	Dec 19/25					
TOTAL HOURS						

FOR THIS PAY TIME SHEETS MUST BE RECEIVED BY FRIDAY DEC 19, 2025. NO EXCEPTIONS

PLEASE NOTE DEPOSIT DATE!!

_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____ - ____ - _____ - _____

Budget Number _____ Hourly Rate _____
 * _____ Total Hours _____ Total Deposit _____ Top-Up Budget Number (if applicable) _____
 * (Hourly rate includes 4% vacation pay)

Department _____ Position Worked _____ Supervisor - please print and sign name _____

Department Chair / Director Authorization _____

St. Thomas University - Time Sheets

Please print

Name

Payperiod: December 20, 2025 to January 2, 2026

Pay date: January 9, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Dec 20/25					
Sunday	Dec 21/25					
Monday	Dec 22/25					
Tuesday	Dec 23/25					
Wednesday	Dec 24/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Thursday	Dec 25/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Friday	Dec 26/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Saturday	Dec 27/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Sunday	Dec 28/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Monday	Dec 29/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Tuesday	Dec 30/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Wednesday	Dec 31/25	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Thursday	Jan 1/26	CHRISTMAS BREAK - UNIVERSITY CLOSED				
Friday	Jan 2/26					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ \$ _____ X _____ = \$ _____ - _____ - _____ - _____

Budget Number

Hourly Rate

*

Total Hours

Total Deposit

Top-Up Budget Number (if applicable)

* (Hourly rate includes 4% vacation pay)

Department

Position Worked

Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

Name

Payperiod: January 3, 2026 to January 16, 2026

Pay date: January 23, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jan 3/26					
Sunday	Jan 4/26					
Monday	Jan 5/26					
Tuesday	Jan 6/26					
Wednesday	Jan 7/26					
Thursday	Jan 8/26					
Friday	Jan 9/26					
Saturday	Jan 10/26					
Sunday	Jan 11/26					
Monday	Jan 12/26					
Tuesday	Jan 13/26					
Wednesday	Jan 14/26					
Thursday	Jan 15/26					
Friday	Jan 16/26					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____ \$ _____ X _____ = \$ _____ _____ - ____ - _____ - _____
 Budget Number Hourly Rate Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ _____ _____
 Department Position Worked Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: January 17, 2026 to January 30, 2026

Pay date: February 6, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jan 17/26					
Sunday	Jan 18/26					
Monday	Jan 19/26					
Tuesday	Jan 20/26					
Wednesday	Jan 21/26					
Thursday	Jan 22/26					
Friday	Jan 23/26					
Saturday	Jan 24/26					
Sunday	Jan 25/26					
Monday	Jan 26/26					
Tuesday	Jan 27/26					
Wednesday	Jan 28/26					
Thursday	Jan 29/26					
Friday	Jan 30/26					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ - _____ \$ _____ X _____ = \$ _____
 Budget Number Hourly Rate Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)
 _____ Department _____ Position Worked _____ Supervisor - please print and sign name
 _____ Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

Name

Payperiod: January 31, 2026 to February 13, 2026

Pay date: February 20, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jan 31/26					
Sunday	Feb 1/26					
Monday	Feb 2/26					
Tuesday	Feb 3/26					
Wednesday	Feb 4/26					
Thursday	Feb 5/26					
Friday	Feb 6/26					
Saturday	Feb 7/26					
Sunday	Feb 8/26					
Monday	Feb 9/26					
Tuesday	Feb 10/26					
Wednesday	Feb 11/26					
Thursday	Feb 12/26					
Friday	Feb 13/26					
TOTAL HOURS						

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - _____ - _____ - _____ \$ _____ X _____ = \$ _____
 Budget Number Hourly Rate Total Hours Total Deposit Top-Up Budget Number (if applicable)

* (Hourly rate includes 4% vacation pay)

_____ _____ _____
 Department Position Worked Supervisor - please print and sign name

Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: February 14, 2026 to

February 27, 2026

Pay date: March 6, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Feb 14/26					
Sunday	Feb 15/26					
Monday	Feb 16/26	NB Family Day - University Closed				
Tuesday	Feb 17/26					
Wednesday	Feb 18/26					
Thursday	Feb 19/26					
Friday	Feb 20/26					
Saturday	Feb 21/26					
Sunday	Feb 22/26					
Monday	Feb 23/26					
Tuesday	Feb 24/26					
Wednesday	Feb 25/26					
Thursday	Feb 26/26					
Friday	Feb 27/26					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____	\$ _____ X _____ =	\$ _____	_____ - ____ - _____ - _____
Budget Number	Hourly Rate	Total Hours	Top-Up Budget Number (if applicable)
	* (Hourly rate includes 4% vacation pay)		
Department	Position Worked	Supervisor - please print and sign name	
		Department Chair / Director Authorization	

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: February 28, 2026 to

March 13, 2026

Pay date: March 20, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Feb 28/26					
Sunday	Mar 1/26					
Monday	Mar 2/26	March Break				
Tuesday	Mar 3/26	March Break				
Wednesday	Mar 4/26	March Break				
Thursday	Mar 5/26	March Break				
Friday	Mar 6/26	March Break				
Saturday	Mar 7/26					
Sunday	Mar 8/26					
Monday	Mar 9/26					
Tuesday	Mar 10/26					
Wednesday	Mar 11/26					
Thursday	Mar 12/26					
Friday	Mar 13/26					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____	\$ _____ X _____ =	\$ _____	_____ - ____ - _____ - _____
Budget Number	Hourly Rate	Total Hours	Total Deposit
	* (Hourly rate includes 4% vacation pay)		Top-Up Budget Number (if applicable)
Department	Position Worked	Supervisor - please print and sign name	
		Department Chair / Director Authorization	

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: March 14, 2026 to March 27, 2026

Pay date: April 3, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Mar 14/26					
Sunday	Mar 15/26					
Monday	Mar 16/26					
Tuesday	Mar 17/26					
Wednesday	Mar 18/26					
Thursday	Mar 19/26					
Friday	Mar 20/26					
Saturday	Mar 21/26					
Sunday	Mar 22/26					
Monday	Mar 23/26					
Tuesday	Mar 24/26					
Wednesday	Mar 25/26					
Thursday	Mar 26/26					
Friday	Mar 27/26					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ \$ _____ X _____ = \$ _____
 Budget Number Hourly Rate Total Hours Total Deposit Top-Up Budget Number (if applicable)
 * (Hourly rate includes 4% vacation pay)

_____ Department _____ Position Worked _____ Supervisor - please print and sign name _____
 _____ Department Chair / Director Authorization

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: March 28, 2026 to April 10, 2026

Pay date: April 17, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Mar 28/26					
Sunday	Mar 29/26					
Monday	Mar 30/26					
Tuesday	Mar 31/26					
Wednesday	Apr 1/26					
Thursday	Apr 2/26					
Friday	Apr 3/26	GOOD FRIDAY- UNIVERSITY CLOSED				
Saturday	Apr 4/26					
Sunday	Apr 5/26					
Monday	Apr 6/26	EASTER MONDAY - UNIVERSITY CLOSED				
Tuesday	Apr 7/26					
Wednesday	Apr 8/26					
Thursday	Apr 9/26					
Friday	Apr 10/26					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____	\$ _____ X _____ =	\$ _____	_____ - ____ - _____ - _____
Budget Number	Hourly Rate	Total Hours	Total Deposit
	* (Hourly rate includes 4% vacation pay)		Top-Up Budget Number (if applicable)
Department	Position Worked	Supervisor - please print and sign name	
		Department Chair / Director Authorization	

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: April 11, 2026 to April 24, 2026

Pay date: May 1, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Apr 11/26					
Sunday	Apr 12/26					
Monday	Apr 13/26					
Tuesday	Apr 14/26					
Wednesday	Apr 15/26					
Thursday	Apr 16/26					
Friday	Apr 17/26					
Saturday	Apr 18/26					
Sunday	Apr 19/26					
Monday	Apr 20/26					
Tuesday	Apr 21/26					
Wednesday	Apr 22/26					
Thursday	Apr 23/26					
Friday	Apr 24/26					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____	\$ _____ X _____ =	\$ _____	_____ - ____ - _____ - _____
Budget Number	Hourly Rate	Total Hours	Total Deposit
	* (Hourly rate includes 4% vacation pay)		Top-Up Budget Number (if applicable)
Department	Position Worked	Supervisor - please print and sign name	
		Department Chair / Director Authorization	

St. Thomas University - Time Sheets

Please print

_____ Name _____

Payperiod: April 25, 2026 to May 8, 2026

Pay date: May 15, 2026

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Apr 25/26					
Sunday	Apr 26/26					
Monday	Apr 27/26					
Tuesday	Apr 28/26					
Wednesday	Apr 29/26					
Thursday	Apr 30/26					
Friday	May 1/26					
Saturday	May 2/26					
Sunday	May 3/26					
Monday	May 4/26					
Tuesday	May 5/26					
Wednesday	May 6/26					
Thursday	May 7/26					
Friday	May 8/26					
					TOTAL HOURS	

In order to meet the payroll cut-off for this payperiod, your time sheet MUST be received by the Payroll Officer (GMH103) no later than 10:00 am on the Monday following the end of this payperiod.

_____ - ____ - _____ - _____	\$ _____ X _____ =	\$ _____	_____ - ____ - _____ - _____
Budget Number	Hourly Rate	Total Hours	Total Deposit
	* (Hourly rate includes 4% vacation pay)		Top-Up Budget Number (if applicable)
Department	Position Worked	Supervisor - please print and sign name	
		Department Chair / Director Authorization	