

St. Thomas University - Time Sheets

Please print

Name

Payperiod: April 26, 2025 to May 9, 2025

Pay date: May 16, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Apr 26/25					
Sunday	Apr 27/25					
Monday	Apr 28/25					
Tuesday	Apr 29/25					
Wednesday	Apr 30/25					
Thursday	May 1/25					
Friday	May 2/25					
Saturday	May 3/25					
Sunday	May 4/25					
Monday	May 5/25					
Tuesday	May 6/25					
Wednesday	May 7/25					
Thursday	May 8/25					
Friday	May 9/25					
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: May 10, 2025 to May 23, 2025

Pay date: May 30, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	May 10/25					
Sunday	May 11/25					
Monday	May 12/25					
Tuesday	May 13/25					
Wednesday	May 14/25					
Thursday	May 15/25					
Friday	May 16/25					
Saturday	May 17/25					
Sunday	May 18/25					
Monday	May 19/25	VICTORIA DAY - UNIVERSITY CLOSED				
Tuesday	May 20/25					
Wednesday	May 21/25					
Thursday	May 22/25					
Friday	May 23/25					
TOTAL HOURS						

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____ - ____ - ____

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:

May 24, 2025 to June 6, 2025

Pay date:

June 13, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	May 24/25					
Sunday	May 25/25					
Monday	May 26/25					
Tuesday	May 27/25					
Wednesday	May 28/25					
Thursday	May 29/25					
Friday	May 30/25					
Saturday	May 31/25					
Sunday	Jun 1/25					
Monday	Jun 2/25					
Tuesday	Jun 3/25					
Wednesday	Jun 4/25					
Thursday	Jun 5/25					
Friday	Jun 6/25					
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: June 7, 2025 to June 20, 2025
Pay date: June 27, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jun 7/25					
Sunday	Jun 8/25					
Monday	Jun 9/25					
Tuesday	Jun 10/25					
Wednesday	Jun 11/25					
Thursday	Jun 12/25					
Friday	Jun 13/25					
Saturday	Jun 14/25					
Sunday	Jun 15/25					
Monday	Jun 16/25					
Tuesday	Jun 17/25					
Wednesday	Jun 18/25					
Thursday	Jun 19/25					
Friday	Jun 20/25					
						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: June 21, 2025 to July 4, 2025
Pay date: July 11, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Jun 21/25					
Sunday	Jun 22/25					
Monday	Jun 23/25					
Tuesday	Jun 24/25					
Wednesday	Jun 25/25					
Thursday	Jun 26/25					
Friday	Jun 27/25					
Saturday	Jun 28/25					
Sunday	Jun 29/25					
Monday	Jun 30/25					
Tuesday	July 1/25	CANADA DAY - UNIVERSITY CLOSED				
Wednesday	July 2/25					
Thursday	July 3/25					
Friday	July 4/25					
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: July 5, 2025 to July 18, 2025
Pay date: July 25, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	July 5/25					
Sunday	July 6/25					
Monday	July 7/25					
Tuesday	July 8/25					
Wednesday	July 9/25					
Thursday	July 10/25					
Friday	July 11/25					
Saturday	July 12/25					
Sunday	July 13/25					
Monday	July 14/25					
Tuesday	July 15/25					
Wednesday	July 16/25					
Thursday	July 17/25					
Friday	July 18/25					
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:

July 19, 2025

to

August 1, 2025

Pay date:

August 8, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	July 19/25					
Sunday	July 20/25					
Monday	July 21/25					
Tuesday	July 22/25					
Wednesday	July 23/25					
Thursday	July 24/25					
Friday	July 25/25					
Saturday	July 26/25					
Sunday	July 27/25					
Monday	July 28/25					
Tuesday	July 29/25					
Wednesday	July 30/25					
Thursday	July 31/25					
Friday	Aug 1/25					
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: August 2, 2025 to August 15, 2025
Pay date: August 22, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Aug 2/25					
Sunday	Aug 3/25					
Monday	Aug 4/25	NEW BRUNSWICK DAY - UNIVERSITY CLOSED				
Tuesday	Aug 5/25					
Wednesday	Aug 6/25					
Thursday	Aug 7/25					
Friday	Aug 8/25					
Saturday	Aug 9/25					
Sunday	Aug 10/25					
Monday	Aug 11/25					
Tuesday	Aug 12/25					
Wednesday	Aug 13/25					
Thursday	Aug 14/25					
Friday	Aug 15/25					
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: August 16, 2025 to August 29, 2025

Pay date: September 5, 2025

		Time In-AM	Time Out-AM	Time In-PM	Time Out-PM	TOTAL HOURS
Saturday	Aug 16/25					
Sunday	Aug 17/25					
Monday	Aug 18/25					
Tuesday	Aug 19/25					
Wednesday	Aug 20/25					
Thursday	Aug 21/25					
Friday	Aug 22/25					
Saturday	Aug 23/25					
Sunday	Aug 24/25					
Monday	Aug 25/25					
Tuesday	Aug 26/25					
Wednesday	Aug 27/25					
Thursday	Aug 28/25					
Friday	Aug 29/25					
					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: 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.

_____ - ____ - _____ - _____ \$ _____ 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