## UNIVERSITY OF PRINCE EDWARD ISLAND RECORD OF PAYROLL HOURS

## SUBMISSION DEADLINE - NOON WEDNESDAY 12.5 WORKING DAYS PRIOR TO PAY DATE TO HUMAN RESOURCES OFFICE

PERIOD C	COVERED:																																	
			(Ind	icate	ACT	UAL	hours	work	ed ur	nder e	each d	late c	olumi	n. Us	se 1/4	(.25)	, 1/2(.	50),	or 3/4	1(.75)	hour	incre	ment	s only	<sub>'</sub> )									
EMPLOYEE/ STUDENT NO.	NAME OF EMPLOYEE(S) (LIST ALPHABETICALLY)	RATE OF PAY	1	2	3	4	5	6	7	8	9	10	11	12	13	1 4	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Tot -AL Hrs
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	Miscellaneous Compensation at applicable overtime rates and statutory pay; does not affect Employment Insurance.												<u>.                                    </u>	<u></u>	<u> </u>	<u></u>																		
APPROVED FOR PAYMENT: DEPT. HEAD:													DEPARTMENT:																					
	PLEASE PRINT NAME:  HUMAN RESOURCES:													ACCOUNT #:																				

Paysheets cannot be processed unless rate of pay, account to be charged, and employee/student numbers are clearly indicated.

PLEASE: COMPLETE WITH BLUE INK

Use 1/4(.25), 1/2(.50), or 3/4(.75) hour increments only

LIST IN ALPHABETICAL ORDER

INDICATE ACTUAL HOURS WORKED UNDER EACH DAY (1-31)