

STAFF TIMESHEET 1 to 15

Note: Kindly fill out all information in the top box. This information is required in order to process your pay efficiently.

Payroll Id: SM Pay Month: _____

Name: _____ Department: _____
PLEASE PRINT

ID #: _____ JobTitle: _____ Position #: _____

	Index	Fund	Orgn	Acct	Prog	Actv	Loca	Pct
Distribution:								

Exception Time:	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	TOTAL HOURS
Vacation																
Sick Time																
Personal Leave																
Special Leave																

Other Leave Codes:

Employee Signature _____ Authorization Signature _____

LEAVE CODES

ACC	Accumulated Time Taken	GEN	General Illness (More than 5 Consecutive Working Days)	LOA	Leave of Absence without pay
AOD	Accum OT Earned @ 2.0			OTS	Overtime Straight Time
AOT	Accum OT Earned @ 1.5	FXE	Flexible Hours Earned	OT	Overtime Pay @ 1.5
CPL	Compassionate Leave	FXT	Flexible Hours Taken	OTD	Overtime Pay @ 2.0
DRS	Medical Appointments	HOL	Statutory/University Holiday	O	Other: Describe Earning on time sheet

FOIP Notification Statement:
 The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act - section 33(c). The information will be used for the purpose of managing the employment relationship, including but not limited to, recruitment, payroll, employee & labour relations, and other benefits associated with being employed at the University. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act. Questions regarding the collection of personal information can be directed to:
 Department of Human Resources - Mount Royal University - 4 825 Mount Royal Gate SW - Calgary AB - T3E 6K6 - (403) 440-6584. humanresources@mtroyal.ca