



## UTemp Timesheet Do's and Don'ts

**Use our 6 "quick & easy" reminders below for accurate and timely submission of your timesheets.**

1. Submit timesheets each **FRIDAY** by **12 p.m.** to [utemp@utoronto.ca](mailto:utemp@utoronto.ca), or by fax to [416-978-8724](tel:416-978-8724)
2. Timesheets should be dated from the **SUNDAY** to the **SATURDAY** of the week
3. Fill timesheets **ELECTRONICALLY** (handwritten submissions will not be accepted).
4. Ensure timesheets are **SIGNED** by both you and your supervisor. Timesheets without signatures will not be accepted.
  - If your supervisor is not available to sign your timesheet, they can send an email confirming the hours you worked to [utemp@utoronto.ca](mailto:utemp@utoronto.ca)
5. Indicate if you have completed your assignment on the timesheet.
6. If you are submitting your timesheet by email, please clearly state your name and the week in the subject line.