



- Enter date (from a drop-down menu)
- Enter your start time (Time In) and your end time before you take lunch break (Time out).
- Enter the subtotal hours worked before break.
- Enter your start time **after lunch break** (Time In) and your end time (Time out).
- Enter the subtotal hours worked after lunch break.

The total hours will be auto calculated based on the values in subtotal column.

Section Three:

Signature is required		Signature is required	
Employee Signature	Date	Supervisor's Signature	Date
Signed By		Signed By	

- Print, sign and date the completed timesheet
- Deliver the signed timesheet to your supervisor. Please note: your supervisor may approve your timesheet electronically, if she/he is out of the office at the time of submission.
- If you work in another department at the same day and/or same week provide additional timesheet.
- Keep scanned copy of your timesheets and send a copy to your supervisor
- Please submit your timesheet online at utemp@utoronto.ca or fax it to 416-978-8724