Instructions for completing UTemp timesheet

It should be noted that you are responsible for the bi-weekly submission of your authorized timesheet. These timesheets must be emailed every other Friday by 12:00 noon to utemp@utoronto.ca unless otherwise indicated on the Bi-Weekly Payroll Schedule. If a timesheet is not received on time it may not be processed and may result in a delay of payment. You are responsible for informing UTemp of any change in your personal information including your address or banking information.

- It is important to complete the timesheet electronically so that it correctly calculates hours.
- Submit timesheet according to the UTemp Payroll Bi-weekly schedule (Every other Friday, by 12 pm) to utemp@utoronto.ca.

Open the timesheet/spreadsheet; it is a writable PDF. You will see Week 1 and Week 2 sections.

**Section one:**

- Enter details required in each field below.
- Yes or No must be entered

**Section Two:**

- Enter date (drop-down menu)
- Enter the subtotal before lunch break
- Enter the subtotal after lunch break
- Total hours will be auto-calculated
- 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:**

- 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

**Signature is required**

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