

**Animal Biosciences -  
Guidelines for “Hours Worked” Submission**

**You may submit your hours worked one of the 2 following ways by NOON on the Thursday *alternate* to pay weeks:**

- 1) ***In person*** - Timesheets are due on a bi-weekly basis by NOON on Thursdays *alternate* to pay weeks. Blank timesheets are available on the Animal Biosciences website under Forms/Files or in ANNU 147. Please place timesheets in the “Completed Time Sheets” inbox in ANNU 147. A list of pay periods and associated submission dates are provided in the “Submission Schedule” table on page 2. Your supervisor’s signature is **mandatory**. Timesheets without a supervisor’s signature **will no longer be processed**.
- 2) ***By email*** - using the following format:

To:	<a href="mailto:adeleon@uoguelph.ca">adeleon@uoguelph.ca</a>
Cc:	<b>Your supervisor’s EMAIL address must be here</b>
Subject:	“Hours – Pay Period Ending “ <i>DATE</i> ”
“Here is my submission for the pay period “ <i>DATES</i> ”	
Date - # of hours	
Date - # of hours	
Date - # of hours <b>SAMPLE</b>	
TOTAL: # of hours worked in time period	

- Indicate only the dates you have worked in the pay period and the hours worked on each day
- Include the total number of hours worked for the time period
- You **must** “cc:” **your supervisor** when sending your email to me (in lieu of a signature) – otherwise your hours **will not be processed**

\*Estimation of hours worked on the last day of the pay period may be required (submission Thursday) – hours over/under estimated may be adjusted on the following submission

\*\*Do not save/bank your hours and submit in bulk – even if your work totals seem minuscule ... *please* report every pay period unless you do not work at all

If you have questions at any time regarding submitting hours or your pay in general, please contact us (Alexis - ext. 56219, ANNU 144, [adeleon@uoguelph.ca](mailto:adeleon@uoguelph.ca); Rhonda - ext. 52676, ANNU 147, [ralger@uoguelph.ca](mailto:ralger@uoguelph.ca))

***Thank you in advance for your cooperation,***

*Alexis De Leon, Undergraduate Program Assistant and Rhonda Alger, Administrative Assistant*

**SCHEDULE FOR SUBMITTING TIMESHEETS  
FOR PAY DATES AS INDICATED  
JANUARY 1 TO DECEMBER 31, 2016**

Pay Period	Submission Date Due by 12:00 noon	PAY DATE
		2016
December 25, 2015 - January 7, 2016	January 7	January 14, 2016
January 8, 2016 - January 21, 2016	January 21	January 28, 2016
January 22, 2016 - February 4, 2016	February 4	February 11, 2016
February 5, 2016 - February 18, 2016	February 18	February 25, 2016
February 19, 2016 - March 3, 2016	March 3	March 10, 2016
March 4, 2016 - March 17, 2016	March 17	March 24, 2016
March 18, 2016 - March 31, 2016	March 31	April 7, 2016
April 1, 2016 - April 14, 2016	April 14	April 21, 2016
April 15, 2016 - April 28, 2016	April 28	May 5, 2016
April 29, 2016 - May 12, 2016	May 12	May 19, 2016
May 13, 2016 - May 26, 2016	May 26	June 2, 2016
May 27, 2016 - June 9, 2016	June 9	June 16, 2016
June 10, 2016 - June 23, 2016	June 23	June 30, 2016
June 24, 2016 - July 7, 2016	July 7	July 14, 2016
July 8, 2016 - July 21, 2016	July 21	July 28, 2016
July 22, 2016 - August 4, 2016	August 4	August 11, 2016
August 5, 2016 - August 18, 2016	August 18	August 25, 2016
August 19, 2016 - September 1, 2016	September 1	September 8, 2016
September 2, 2016 - September 15, 2016	September 15	September 22, 2016
September 16, 2016 - September 29, 2016	September 29	October 6, 2016
September 30, 2016 - October 13, 2016	October 13	October 20, 2016
October 14, 2016 - October 27, 2016	October 27	November 3, 2016
October 28, 2016 - November 10, 2016	November 10	November 17, 2016
November 11, 2016 - November 24, 2016	November 24	December 1, 2016
November 25, 2016 - December 8, 2016	December 8	December 15, 2016

**Cut-Offs for Employee Data Forms and Timesheets for Pays of Dec 29, 2016- Dec 14, 2017**

Pay Date		Data Forms		Period for Time Reporting	Time Sheets 10:00 a.m.
		Paper HR reception by noon	Electronic (HRER) 10:00 p.m.		
29-Dec-16	**	December 16	December 18	December 9 - December 22	December 19
12-Jan-17		January 5	January 5	December 23 - January 5	January 6
26-Jan-17		January 19	January 19	January 6 - January 19	January 20
9-Feb-17		February 2	February 2	January 20 - February 2	February 3
23-Feb-17		February 16	February 16	February 3 - February 16	February 17
9-Mar-17		March 2	March 2	February 17 - March 2	March 3
23-Mar-17		March 16	March 16	March 3 - March 16	March 17
6-Apr-17		March 30	March 30	March 17 - March 30	March 31
20-Apr-17	**	April 13	April 16	March 31 - April 13	April 17
4-May-17		April 27	April 27	April 14 - April 27	April 28
18-May-17		May 11	May 11	April 28 - May 11	May 12
1-Jun-17		May 25	May 25	May 12 - May 25	May 26
15-Jun-17		June 8	June 8	May 26 - June 8	June 9
29-Jun-17		June 22	June 22	June 9 - June 22	June 23
13-Jul-17		July 6	July 6	June 23 - July 6	July 7
27-Jul-17		July 20	July 20	July 7 - July 20	July 21
10-Aug-17		August 3	August 3	July 21 - August 3	August 4
24-Aug-17		August 17	August 17	August 4 - August 17	August 18
7-Sep-17		August 31	August 31	August 18 - August 31	September 1
21-Sep-17		September 14	September 14	September 1 - September 14	September 15
5-Oct-17		September 28	September 28	September 15 - September 28	September 29
19-Oct-17		October 12	October 12	September 29 - October 12	October 13
2-Nov-17		October 26	October 26	October 13 - October 26	October 27
16-Nov-17		November 9	November 9	October 27 - November 9	November 10
30-Nov-17		November 23	November 23	November 10 - November 23	November 24
14-Dec-17		December 7	December 7	November 24 - December 7	December 8

**\*\* Denotes change to regular schedule**

**Cut-off times and deadlines are firm.**

**Departments are responsible for ensuring the timely submission of their data forms and time entry.**