



SIMON FRASER UNIVERSITY  
**BI-WEEKLY TIMESHEET**

Period Ending: \_\_\_\_\_

LOCATION & DESCRIPTION OF WORK	DATE	TIME		HOURS
		FROM	TO	

POSITION: \_\_\_\_\_

RATE:

TOTAL HOURS:

NAME (Print): \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

Department: \_\_\_\_\_

If employee is paid at more than one rate, prepare separate timesheets for each rate.

Time sheets are due by 10:00 a.m. on non-payday Thursdays. In the event of a long weekend, timesheets are due by 10 a.m. on Wednesday.

**For Office Use Only**

APPROVED FOR PAYMENT AS:

REPORTED  CORRECTED

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature