UNIVERSITY OF CALGARY

Financial Operations - Payroll
2500 University Drive NW, Calgary, AB T2N 1N4
payrolluc@ucalgary.ca
Fax: (403) 210-9551

TIMESHEET

All time entry should be entered into PeopleSoft in the pay period the work occurs. PeopleSoft allows users to enter time for the previous two pay periods including the current pay period, anything outside of this timeframe will be locked for time entry. If you have time to enter for a period that is locked in PeopleSoft, please complete this manual timesheet in full to facilitate your payment.
Approved timesheets can be sent directly to the Payroll Department for processing.

Empl. Name:		Empl. ID:		Empl. Record:	
Depart. ID:		Job Code:		E-mail:	

If accounting is required, please complete the section below

Accounting Override:	Fund:	Depart:	Account:	Program:	Internal:	Bus. Unit:	Project ID:	Activity ID:
1.								
2.								
3.								

Month: 1ST – 15TH   ☐ Revised   Year:

Time Reporting Code (TRC)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total	Accounting Override:(line 1,2 or 3 from above)

Month: 16TH – 31ST   ☐ Revised   Year:

Time Reporting Code (TRC)	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Accounting Override:(line 1,2 or 3 from above)

Comments:		Approver's Name: (The person you report to)	
Employee's Signature:		Approver's Signature:	
Employee's Phone :		Approver's Email:	
Date:		Approver's Phone:	