



Weekly Exception Timesheet

(Time Capture administered by Human Resources Services)

Employee ID	Employee Name	Position Code
Department	Department Contact Name	EXT.
From Date	To Date	Prior Period Adjustment <input type="checkbox"/> Check if yes

CAW

TMG

Other

Pay Code	Transaction Desc	Number of Hours							Shift Code	GL Account - 10 digit code - type without spaces (To be completed by Approver only!)
		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		

Comments

Most Common Pay Codes:	
1000	Regular when recording shift.
1030	Request for Hours worked in excess of regular scheduled hours. (Additional hours, approved Overtime or Working a Stat Holiday)
1142	Call In @ 1.5
1143	Call In @ 2.0
1145	On Call / Standby
1500	Progressive Return to Work - Salary Continuance
1501	Progressive RTW - Long Term Disability
1502	Progressive RTW - WSIB
1503	Progressive RTW - UNPD Sick Leave
2512	Union Duty Paid
**2610	Personal Leave - UNPD

Shift Code - CAW		
Code	Desc	Amount
2	Evening Shift	0.75
3	Night	0.75
4	Weekend Days	0.75
5	Weekend Evening	1.50
6	Weekend Nights	1.50
7	Reactor	0.38

Employee Signature (optional)	Date
Dept. Approver Signature	Date

Obtain required signatures and submit to: Human Resources Services: Fax (905) 525-8410 Campus Services Building 202 (If Faxed, Do Not forward original)

NOTE: Submit by noon every Monday. Exception reports submitted late will be processed on next pay.

** Please ensure Request for Leave of Absence form has been completed if using pay code 2610 for leaves under 30 days in duration.