



Timesheet Guidelines

Deadline for submission is by **9:00 am every Friday, from the Direct Supervisor.**

- Ensure to submit your timesheet to your Supervisor **by end of day, every Thursday.**
- **Note:** some supervisors may require submission of the time-sheet on Wednesday.
- **If submitted late,** it will take up to 2 pay cycles to receive pay (at earliest, by the next pay date).

1. Timesheet Submission:

Supervisor to submit electronically to nursing.payroll@umanitoba.ca

2. University E-mail Account:

Timesheets will only be accepted from an active University of Manitoba e-mail account (Gmail, Hotmail, etc. will not be considered)

3. Employee Number:

Your employee number is the last 6 digits on your employee ID card, before the last dash “-” E.g. 22212-2-9**123456**-8.

It is also the 6 digit number found on your on-boarding letter.

4. Position Number:

If you are unaware of your position number(s), contact shonna.pepper@umanitoba.ca

Note: If you work multiple positions, each position has a different position number – submit one timesheet per position.

5. Limits for Hours Worked:

The hours worked vary by position, the limit is identified by your supervisor. If you are unsure of the daily and weekly maximum for your position, please refer to your offer letter, supervisor or collective agreement for confirmation.

E.g. AESES employees can work a max. of 7 hours per day, and a max of 35 hours per week. Hours claimed over this daily and weekly maximum are therefore calculated at overtime rates.

6. Statutory Holidays:

Employees cannot work on a statutory holiday as per the University of Manitoba policy.



COLLEGE OF NURSING WEEKLY TIMESHEET

Employee Name: _____ Direct Supervisor: _____
 Employee ID: _____ Payroll week (Saturday to Friday): _____ to _____
 Position Number: _____ Date hours submitted: _____

Day	Date	Description of work	Start Time	End Time	# of Hours
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total Hours					

I understand that my hours are to be submitted within the same week in which they have been worked.	
I understand that my supervisor is required to approve and submit my time-sheet to Nursing Payroll.	
I understand that if my hours are submitted past the deadline, this will result in a delay of payment.	

Entered on VIP by: _____

Date: _____