



**University  
of Windsor**

**STUDENT CASUAL - TIMESHEET**

DO NOT USE FOR IGNITE

Grantee Approval (Print): \_\_\_\_\_  
 Grantee Approval (Signature): \_\_\_\_\_

Department Name: \_\_\_\_\_  
 Department Approval (Print): \_\_\_\_\_  
 Department Approval (Signature): \_\_\_\_\_

First Name:		Account Number:							
Last Name:		Fund	Dpt.	Program	Project	Natural	Class.	Int.Fund	Future
Student Number:	Employee Number:						000	00	000
Pay Period Start Date (MM/DD/YY):		MON	TUES	WED	THURS	FRI	SAT	SUN	HOURLY RATE
DATE (MM/DD) →									
HOURS →									
First Name:		Account Number:							
Last Name:		Fund	Dpt.	Program	Project	Natural	Class.	Int.Fund	Future
Student Number:	Employee Number:						000	00	000
Pay Period Start Date (MM/DD/YY):		MON	TUES	WED	THURS	FRI	SAT	SUN	HOURLY RATE
DATE (MM/DD) →									
HOURS →									

- A) A completed Authorization for Student Employment Form must be sent to Human Resources before payment can be made. All signatures must match.
- B) Payroll will automatically adjust employee's wages by 4% vacation pay.
- C) Form received after the due date will be processed on the next payroll run. Manual Cheques will not be issued.

Please submit form to the Payroll Department. Any inquiries should be directed to tis department at [payroll@uwindsor.ca](mailto:payroll@uwindsor.ca)