



**University
of Windsor**

STUDENT - TIMESHEET

IGNITE (WORK STUDY)

Department Name: _____

Department Approval (Print): _____

Department Approval (Signature): _____

Grantee Approval (Print): _____

Grantee Approval (Signature): _____

First Name:		Account Number:							
Last Name:		Fund	Dpt	Program	Project	Natural	Class	Int Fund	Future
Student Number:	Employee Number:					81520	WKS	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:					81520	WKS	00	000
Pay Period Start Date (MM/DD/YY):		MON	TUES	WED	THURS	FRI	SAT	SUN	HOURLY RATE
DATE (MM/DD) ➡									
HOURS ➡									

- A) Your position must have been approved for the Ignite wage subsidy in order for payment to be made.
- 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 this department at payroll@uwindsor.ca