



- a) The individual is provided a timesheet.
- b) The admin assistant completes only her/his portion and each individual completes their information requested on timesheet.
- c) The individual signs the bottom and has his/her supervisor provide approval.
- d) The timesheet is scanned and sent to the Finance Department every second Thursday by 2:00 p.m.

There may be times when the report is requested at a different time due to statutory holidays.

- e) The Secretary-Treasurer reviews information and approves prior to submitting to payroll.