

P3C creation for Timesheet Entry

| | | |
|-------------------|--|------------------------------|
| Department | | |
| Org | | <i>(for admin. use only)</i> |

This form must be filled electronically, and signed manually at the bottom

| | |
|---|--|
| Employee # / # d'employé (if applicable) | |
| Last Name / Nom de famille | |
| First Name / Prénom | |
| Middle name/ Nom du milieu | |
| Gender : Male/Homme or Female/Femme | |
| SIN Number / Numéro d'assurance sociale | |
| Date of Birth / Date de naissance | |
| Status / Statu (e.g. Canadian, Perm. Resident, etc.) <small>(if applicable, expiration date / si applicable, date d'expiration)</small> | |
| Marital Status : single or married | |
| Prefered language : français or/ou english | |
| Phone number / No. de téléphone | |
| permanent address / Adresse permanente | |
| | |

| P3C TIMESHEET ENTRY | | | | | | | | FOR OFFICE USE ONLY |
|---|---|----------------|----------------|----------------|----------------|----------------|----------------|--------------------------------|
| Job Title | | | | | | | | |
| Hourly rate without 4%/ Taux horaire sans le 4% | | | | | | | | |
| Schedule Week 1 | Sun/Dim | Mon/Lun | Tue/Mar | Wed/Mer | Thu/Jeu | Fri/Ven | Sat/Sam | |
| dates | | | | | | | | # hrs Week 1 |
| # of hours per day / # d'heures par jour | | | | | | | | <u>0.00</u> |
| Schedule Week 2 | Sun/Dim | Mon/Lun | Tue/Mar | Wed/Mer | Thu/Jeu | Fri/Ven | Sat/Sam | |
| dates | | | | | | | | # hrs Week 2 |
| # of hours per day / # d'heures par jour | | | | | | | | <u>0.00</u> |
| FOAP Cost Center / Centre de frais | Fund | Org | Account | Program | | | | Total hrs |
| | | | | | | | | <u>0</u> |
| E-Class | | | | | | | | Total Rem. |
| P-Class | | | | | | | | <u>\$0.00</u> |
| Pooled Position Number | | | | | | | | |
| DOCUMENTS TO INCLUDES WITH YOUR REQUEST | | | | | | | | 4% vacation |
| Void check / Chèque annulé | <i>Mandatory for all NEW employees</i> | | | | | | | <u>\$0.00</u> |
| Photocopy of SIN card (both sides) | <i>Only for permanent residents and int. students</i> | | | | | | | |
| Copy of Perm. Res. card (both sides) | <i>Only for permanent residents</i> | | | | | | | GRAND TOTAL |
| Copy of work permit / Copie du permis de travail | <i>Only for persons on work permit</i> | | | | | | | <u>\$0.00</u> |

| COMMENTS |
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| |

Name of supervisor

Phone no. with extension

Signature

date