

Employees and supervisors are jointly responsible for tracking hours worked. This is for personal use only. **Do not submit.**

EMPLOYEE NAME		BANNER ID	
JOB TITLE		SUPERVISOR	DEPARTMENT

OWS START DATE	06-Sep-2024
OWS END DATE	14-Mar-2025
HOURLY RATE	\$17.20
TOP UP RATE (IF APPLICABLE)	

DOMESTIC STUDENTS ARE ELIGIBLE FOR 192 HOURS INTERNATIONAL STUDENTS ARE ELIGIBLE FOR 96 HOURS	
TOTAL HOURS AWARDED	
HOURS CLAIMED	
HOURS REMAINING	

Use the table below to track hours claimed. Be sure to include hours claimed as statutory holiday. **Do not submit.**

WEEK START DATE	HOURS CLAIMED
01-Sep-2024	
08-Sep-2024	
15-Sep-2024	
22-Sep-2024	
29-Sep-2024	
06-Oct-2024	
13-Oct-2024	
20-Oct-2024	
27-Oct-2024	
03-Nov-2024	

WEEK START DATE	HOURS CLAIMED
10-Nov-2024	
17-Nov-2024	
24-Nov-2024	
01-Dec-2024	
08-Dec-2024	
15-Dec-2024	
22-Dec-2024	
29-Dec-2024	
05-Jan-2025	
12-Jan-2025	

WEEK START DATE	HOURS CLAIMED
19-Jan-2025	
26-Jan-2025	
02-Feb-2025	
09-Feb-2025	
16-Feb-2025	
23-Feb-2025	
02-Mar-2025	
09-Mar-2025	

Statutory Holidays Paid
Every person employed by Carleton University during a statutory holiday(1) must be paid for that holiday as per the calculation(2) below. It is the employee's and supervisor's joint responsibility to ensure the statutory holiday is paid.

1. Track which holidays have been claimed:
 Labour Day Thanksgiving Day Christmas Day
 Boxing Day New Year's Day Family Day

2. Complete calculation and submit hours on timesheet:
Week 1 Hours + Week 2 Hours + Week 3 Hours + Week 4 Hours
 20

Employees and supervisors are responsible for tracking and submitting hours worked on timesheets no more than 1 month after they are worked. Our online timesheet can be found at <https://i.carleton.ca/hr/hourly-pay-submission-form/>

This tracking sheet is for **personal use only and should not be submitted.**

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, HR Infrastructure and Renewal. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.