

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	04-Sep-2026
OWS END DATE	12-Mar-2027
HOURLY RATE	\$17.95
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-2026	
06-Sep-2026	
13-Sep-2026	
20-Sep-2026	
27-Sep-2026	
04-Oct-2026	
11-Oct-2026	
18-Oct-2026	
25-Oct-2026	
01-Nov-2026	

WEEK START DATE	HOURS CLAIMED
08-Nov-2026	
15-Nov-2026	
22-Nov-2026	
29-Nov-2026	
06-Dec-2026	
13-Dec-2026	
20-Dec-2026	
27-Dec-2026	
03-Jan-2027	
10-Jan-2027	

WEEK START DATE	HOURS CLAIMED
17-Jan-2027	
24-Jan-2027	
31-Jan-2027	
07-Feb-2027	
14-Feb-2027	
21-Feb-2027	
28-Feb-2027	
07-Mar-2027	

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

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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/>

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