

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	08-Sep-2023
OWS END DATE	10-Mar-2024
HOURLY RATE	\$16.55
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
03-Sep-2023	
10-Sep-2023	
17-Sep-2023	
24-Sep-2023	
01-Oct-2023	
08-Oct-2023	
15-Oct-2023	
22-Oct-2023	
29-Oct-2023	
05-Nov-2023	

WEEK START DATE	HOURS CLAIMED
12-Nov-2023	
19-Nov-2023	
26-Nov-2023	
03-Dec-2023	
10-Dec-2023	
17-Dec-2023	
24-Dec-2023	
31-Dec-2023	
07-Jan-2024	
14-Jan-2024	

WEEK START DATE	HOURS CLAIMED
21-Jan-2024	
28-Jan-2024	
04-Feb-2024	
11-Feb-2024	
18-Feb-2024	
25-Feb-2024	
03-Mar-2024	
10-Mar-2024	

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

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.