

2023 - 2024 MANUAL TIMESHEET



NAME

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| POSITION | DEPARTMENT | |
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SUPERVISOR NAME

| DATE | TOTAL HOURS |
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Save a copy of this timesheet for your files first, then send to payroll@kings.uwo.ca and cc your Supervisor.

**IMPORTANT YEAR END REMINDER:
Year End is April 30, 2024.**

EMPLOYEE SIGNATURE