

**McMaster University  
Faculty of Engineering, Time Sheet**

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Department:**

Chemical Engineering

*Pay Period: (Enter date of pay period)*

**Recording Instructions**

In "Weekly Period" column, enter the pay period week.

In the days of week columns, list hours worked.

Weekly Period	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Week Total
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**Employee Signature:** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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