

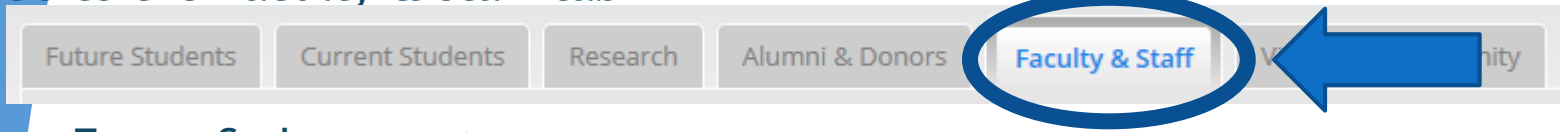
HOW TO COMPLETE A MANUAL TIME SHEET

How to fill out a manual time sheet for hourly employees

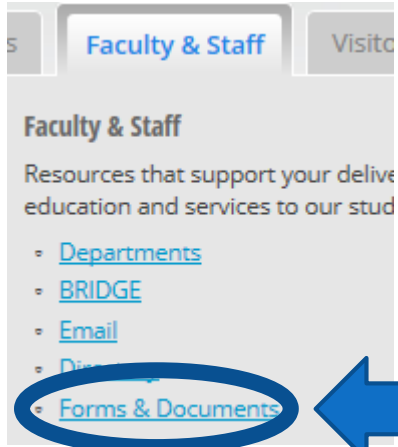
How do I find the Payroll Authorization Form (PAF)?

All Payroll Authorization forms are found on uleth.ca. Scroll to the bottom of the page.

Go to the Faculty & staff tab



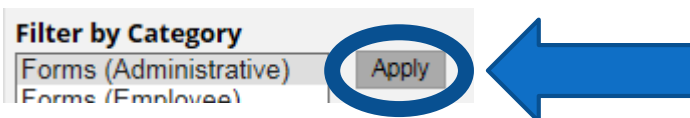
1. Forms & documents



2. Forms (Administrative)



3. Click Apply



What are the PAF Deadlines?

1. Manual time sheet are for past pay periods.
2. Please complete online time sheets
3. Monthly deadlines are located on the [Payroll Calendar](#) (for deadlines please review the Payroll Calendar)
4. Failure to meet the deadlines will impact the employee's pay.

Do I have to complete the whole form?

1. New Appointments - Yes
- 2.

Why didn't the employee get paid?

❑ Incomplete PAFs

- ❑ Missing FOAP, missing dates

❑ Late PAFs

- ❑ PAF's being submitted after employees have started working or after their position ended

❑ FOAP Issues

- ❑ Dates closed

❑ Missing Employee Information

- ❑ We always need two pieces of information for verifying employee information, such as employee ID number, Social Insurance Number or Date of birth.

❑ Needing more signatures

Where can I get more information?

[Payroll Website](#)

Office: AH135 (Anderson Hall)

Office hours: Monday to Friday 10:00am to 2:00pm

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