



## Procedures

Policy Name	<b>Timesheet Completion</b>		
Policy #	<b>412</b>	Category	<b>Finance</b>
Policy Sponsor	<b>Associate Vice-President Financial Services</b>	Previous Revision Date	<b>N/A</b>
Policy Approved by	<b>President and CEO</b>	Revision Date	<b>June 4, 2020</b>
Procedures Approved by	<b>CFO and Vice President, Administrative Services</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### PROCEDURES

#### *Timesheet Completion Method*

Employment Status	Timesheet Completion Method
Full-Time - PSBU	Exception Based Timesheet Reporting
Full-Time - SPFA	
Full-Time - Out of Scope	
Part-Time/Casual - PSBU	Time Worked/Taken Timesheet Reporting
Part-Time/Casual – SPFA	
Part-Time/Casual – Out of Scope	

#### *Timesheet Instructions*

Timesheet instructions can be found on MySaskPolytech or at the following link:

<https://ourcollaborate.saskpolytech.ca/sites/financialservices/SitePages/Payroll%20Services%20Contact%20Information.aspx>

#### *Important Deadlines*

Timesheet deadlines and pay deposit dates can be found on MySaskPolytech or at the following link:

<https://ourcollaborate.saskpolytech.ca/sites/financialservices/SitePages/Payroll%20Services%20Contact%20Information.aspx>