

TIMEKEEPING RECORD REQUEST FORM



PART A: EMPLOYEE INFORMATION

Employee	<input type="text"/>	Western ID	<input type="text"/>
Department	<input type="text"/>	Supervisor	<input type="text"/>
If employee is replacing someone currently in the role, indicate former incumbent		<input type="text"/>	

CHOOSE ONE of Part B, C, D, or E:

PART B: CONTINUING -OR- SESSIONAL EMPLOYEES

Date began earning vacation at Western	<input type="text"/>	Date to begin tracking vacation at Schulich	<input type="text"/>		
Employee Type	<input type="text"/>	If Sessional: Layoff date	<input type="text"/>	If Sessional: Recall date	<input type="text"/>
Standard hours per week in job class	<input type="text"/>	Standard hours employee works per week	<input type="text"/>		
Standard hours employee works per day	<input type="text"/>	Carry forward vacation in <i>hours</i>	<input type="text"/>		

PART C: CONTRACT (*NEW or EXTENSION*) -OR- TERM EMPLOYEES

Start date/New date of Contract or Term	<input type="text"/>	End date of Contract or Term	<input type="text"/>
Standard hours per week in job class	<input type="text"/>	Standard hours employee works per week	<input type="text"/>
Standard hours employee works per day	<input type="text"/>	Rate of vacation earned per month	<input type="text"/>

PART D: REDUCED RESPONSIBILITY (*NEW or REVISION*)

Start/New date of Reduced Responsibility	<input type="text"/>	End date of Reduced Responsibility (<i>if applicable</i>)	<input type="text"/>
Standard hours per week in job class	<input type="text"/>	Hours worked per week on Reduced Responsibility	<input type="text"/>
Rate of vacation earned per month	<input type="text"/>	Hours worked per day on Reduced Responsibility	<input type="text"/>

PART E: LEAVES (*SECONDMENT, PREGNANCY/PARENTAL, LTD, LEAVE OF ABSENCE, ETC.*)

Date to begin Leave	<input type="text"/>	Date to end Leave	<input type="text"/>	Reason for Leave	<input type="text"/>
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COMMENTS

SAS Division updated? YES NO

Schulich HR Authorization

Signature

Date