

MONTHLY TIMESHEET COMPLETION PROCESS (VERSION 10/03/2015)

Your Research Award Manager sets up an Excel timesheet template, saves it in your SharePoint folder, and sends you information about how to access these.



Following the end of the month, you login to SharePoint, open the Excel timesheet template, complete the worksheet for the applicable month, and save the Excel timesheet template in the SharePoint folder.



You print the month's timesheet, sign it, and pass it to your supervisor (usually the project's Principal Investigator, or if you are the PI then the Head of Department).



Your supervisor countersigns the month's timesheet and passes it back to you (or to your project administrator or departmental/centre manager).



You (or your project administrator or departmental/centre manager) scans the fully authorised month's timesheet and uploads the PDF to the SharePoint folder.



You (or your project administrator or departmental /centre manager) send the original fully authorised month's timesheet to the Research Division for filing.



At the end of the process, the SharePoint folder contains 1) the completed Excel timesheet template (one for each 18-month period) and 2) the PDF of the scanned authorised timesheet (one for each month). As well, the original authorised timesheet is filed by the Research Division.