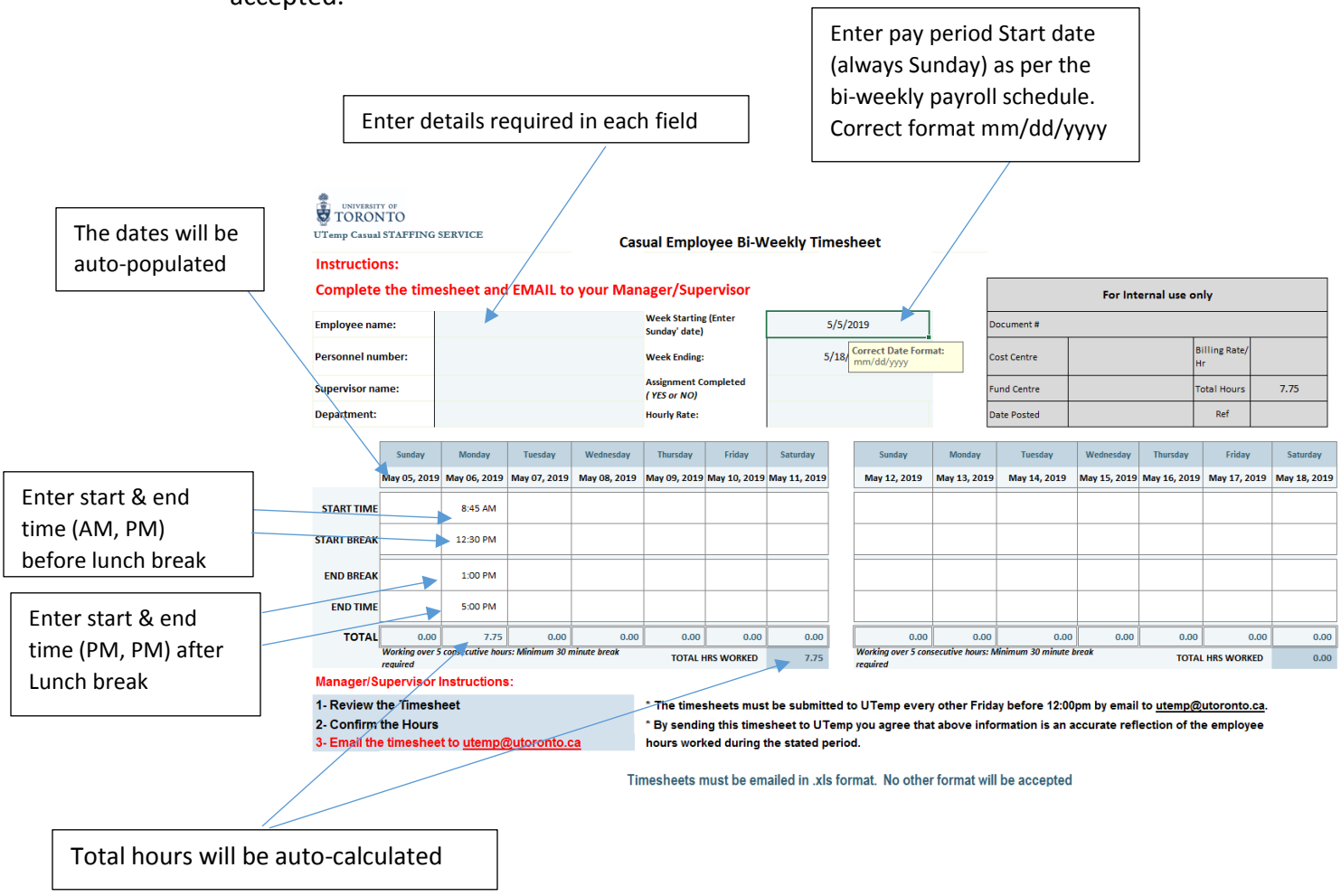
Instruction for completing UTemp timesheet

- Enter the required information (see below the instruction)
- Enter pay period start date as your bi-weekly payroll schedule (always Sunday), correct format is mm/dd/yyyy.
- Email the timesheet in .xls format to your supervisor/manager for authorization (you do not have to sign it)
- Please remind your manager/supervisor to email the timesheet(s) in .xls before the deadline to utemp@utoronto.ca
- Keep an electronic copy of your timesheet for your records.
- Timesheets will only be accepted in .xls format; no hardcopy or PDF timesheets will be accepted.