



INSTRUCTIONS FOR COMPLETION OF SEMI-MONTHLY ATTENDANCE REPORT (Casual Employees)

Portage College has a semi-monthly payroll system for all employees.

All Casual Employees must submit a **Semi-Monthly Attendance Report**.

Enter employee name, month/year.

Pay Period 1: will be from the 1st of the month to the 15th of the month. Enter the hours you worked on the appropriate days indicated. Total the hours for Pay Period 1 and submit this timesheet to your Supervisor. Timesheets must be submitted to Human Resources on the 16th of the month or the next working day. Pay day is the second last banking day of the month.

Pay Period 2: will be from the 16th to the end of the month. Enter the hours you worked on the appropriate days indicated. Total the hours for Pay Period 2 and submit this timesheet to your Supervisor. Timesheets must be submitted to Human Resources on the first working day of the following month. Pay day is the 15th of the following month. If the 15th falls on a Saturday then pay day is on the 14th of the month. If the 15th falls on a Sunday then pay day is on the 13th of the month.

A Payroll Schedule is attached indicating the date timesheets are due in Human Resources and the date of deposit into the employees' account.

Please Note:

It is your responsibility to submit timesheets by the scheduled cut-off dates. If timesheets miss the deadline no special payroll run will be done. Late timesheets will be processed on the next scheduled payroll run.