DEPARTMENT OF RECRUITMENT AND STUDENT LIFE

SSD CONSOLIDATED TIME LOG

PAGE _____ OF _____

NAME _____ DATES _____ TO _____

PAY PERIOD FROM _____ TO _____

The purpose of the *SSD Consolidated Time Log* is to bridge from your service-specific SSD *Time Logs* to your *NAIT Time Sheet*. This pulls everything together to ensure you are paid fairly for all assigned SSD work. It also helps SSD justify and approve the hours you submit for payment on your *NAIT Time Sheet*.

1. Generally, fill in one line per day. If working at multiple campuses and/or providing multiple services (e.g., Exam Invigilating & Exam Recording; Exam Invigilating & Administrative Assistance), fill in one line per day per campus and/or service type.

2. PREP TIME – SSD Exam Invigilators are booked and paid for 15 minutes before their first scheduled exam to cover the day's exam pick-up, drop-off, and walking time. Reflect this under **Start Time**.

3. **To calculate Total Hours Worked**: record the number of hours between Today's Start and End Times, to the next quarter-hour (i.e., .25, .5, .75, or .0). If less than 3 hours, or if an assignment was cancelled less than 24 hours in advance, record as 3 hours. Transfer **Total Hours Worked Today** to your *NAIT Time Sheet*.

4. Attach your *Consolidated Time Log(s)* and all service-specific *Logs* to your *NAIT Time Sheet*, and submit everything to SSD reception on or before the last Friday of the pay period. Fax: (780) 471-7093. E-mail: ssd@nait.ca.

DATE	**START TIME** *(see #3 above)*	**END TIME**	**TOTAL HOURS WORKED** in quarter-hours *(see #5 above)*
(e.g.) Dec. 1/10	*7:45 a.m.*	*3:00 p.m.*	*7.25 hours*
	a.m./p.m.	*a.m./p.m.*	*hours*
	a.m./p.m.	*a.m./p.m.*	*hours*
	a.m./p.m.	*a.m./p.m.*	*hours*
	a.m./p.m.	*a.m./p.m.*	*hours*
	a.m./p.m.	*a.m./p.m.*	*hours*
	a.m./p.m.	*a.m./p.m.*	*hours*
	a.m./p.m.	*a.m./p.m.*	*hours*