

# Ever Wondered?



UNIVERSITY OF SASKATCHEWAN  
College of Nursing  
NURSING.USASK.CA

Finance

January 2018

## Timesheets



Processed casual employee timesheets totaling 721.5 hours in September and 575 hours in October 2017



## P-Cards

Review approximately 20 P-Card statements monthly

## TRAVEL CLAIM FORM

Please send completed Claim Form and Documentation to:

## Travel Claims

Reviewed and approved 46 travel claims in September and 57 in October 2017

## Electronic Job Submissions

Submitted 104 Electronic Job Submissions (hiring, termination, raises, position changes, etc.) to AboutUS in September, 85 in October, and 117 in November 2017

## Cheque Requisitions

Submitted 14 cheque requisitions in September and 15 in October 2017

Created 110 contracts for the 2017 fall term

## Contracts