

UNIVERSITY OF NORTHERN BRITISH COLUMBIA HOURLY TIME SHEET

*Complete timesheet and drop off or email to payroll@unbc.ca by **NOON** the Friday before each payday
Incomplete timesheets will be returned and payment may be delayed until the next pay date*

Fund: Org: Acct: Prog: Activity: Pay rate:

The above coding must match the employment contract coding for Payroll to process (Prog and Activity codes may not be applicable)

Day of the Week:	Date: Enter as MM/DD/YY	Number of Hours Worked:	Check box if SICK Day	FOR <u>PAYROLL</u> OFFICE USE ONLY		
				S.T.	O.T.	D.T.
Sun						
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
TOTAL Week # 1						
Sun						
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
TOTAL Week # 2						

Employee Name: _____

Employee or Student I.D. #: _____

Pay Period: Start: _____ End: _____

Are you Casual (CUPE or Exempt)? YES <input type="checkbox"/> NO <input type="checkbox"/>

*Please record only the actual number of hours worked each day.

*Check the SICK box if you were sick and did not work.

*Do not enter Hours for Statutory Holidays unless you actually worked.

Regular statutory holiday entitlements will be added by the Payroll Office at 5% of regular earnings each biweekly pay period.

Hours worked on statutory holidays are payable at 1.5 times the regular rate of pay.

Employee Signature: _____

Date: _____ Phone #: _____

Supervisor Signature: _____

Please Print Name: _____

Date: _____ Phone #: _____