

VANCOUVER ISLAND UNIVERSITY - TIMESHEET

Extra Hours Overtime

Regular Student Temporary or term Casual or Auxiliary

NAME: _____ EMPLOYEE#: _____

NOTE: To change your address, please visit Portal at <https://isweb.mala.bc.ca/stargarden> or notify the HR or Payroll Office

								DO NOT WRITE IN AREA BELOW			
	DATE			HOURS WORKED		DEDUCTIONS	Total Hours	Reg.	x 1.5	x 2.0	Meal Allowance SD/SCO SPLIT SHIFT WKND
	Day	Mo.	Yr.	From	To	Lunch					
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
TOTAL FOR WEEK:											

Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
TOTAL FOR WEEK:											
TOTAL HOURS WORKED:											

EMPLOYEE SIGNATURE: _____ EMPLOYEE SUPERVISOR: _____

AUTHORIZED SIGNATURE FOR COST CENTRE: _____ COST CENTRE: _____

JOB LOCATION: _____

Payroll is run every 2 weeks. The bi-weekly period ends on Fridays. Timesheets **MUST** be handed in to the Payroll Office by **NOON** the Friday before payday (*see schedule on the reverse*). Net Pay's are deposited to your bank account on payday.

SEE REVERSE