

# VANCOUVER ISLAND UNIVERSITY

## WEEKLY TIMESHEET: \*due at payroll office every Thursday

Employee Name (print): \_\_\_\_\_ Employee #: \_\_\_\_\_

Please fill in appropriate box:

Admin/VIUFA	
Pos: #	
Reg Term	
Project Worker	
Pos: #	
Project Captionist	

BCGEU	
Pos: #	
Reg	
Term	
Auxiliary	
Overtime	
Bank OT	

CUPE	
Pos: #	
Reg	
Extra Hours	
Temp	
Casual	
Overtime	
Bank OT	
Bus Driver	

Research	
Pos: #	

Other	
Pos: #	

Rec'd in Payroll	

	DATE			Hours per Day							Total Hours Worked	Reg.	x 1.5	x 2.0	Meal Allowance/SD SCO/SPLIT/WKND
	Day	Mo.	Yr.	Start	AM	PM	End	AM	PM	Lunch					
Saturday															
Sunday															
Monday															
Tuesday															
Wednesday															
*Thursday															
Friday															
<b>TOTAL FOR WEEK:</b>															

Employee Signature: \_\_\_\_\_ Job Location: \_\_\_\_\_

Supervisor (Print Name): \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Work Order Authorization: \_\_\_\_\_

Work Order	Hours

Payroll Use only:		
Date Stamp	Hourly Rate	Pay Code
Hours	Program Norm	FTE Factor
÷	x	35
		=

**BCGEU Direct Instructional Hours Calculation**

\*Timesheets MUST be handed in to the Payroll Office by **END OF DAY EVERY THURSDAY**. Please estimate your hours for Friday and email any differences to your supervisor(s) and payroll@viu.ca. **Statutory Holidays require special processing – refer to the schedule on the reverse for dates.**

**NOTE: Electronic/scanned timesheet signed by employee sent from Supervisor/Work Order Authorizer to payroll@viu.ca (copied to employee) will be accepted as "Approved to process." PLEASE SEND ONLY ONE TIMESHEET PER EMAIL APPROVAL.**