VANCOUVER ISLAND UNIVERSITY
STUDENT WEEKLY TIMESHEET: *due at payroll office every Thursday

Student Employee Name (print):_____   **Employee #**:_____

Student - Please fill in				
Position #		Work-op	**OR**	Non Work-op

	DATE			Hours per Day							Total Hours Worked	Reg.	x 1.5	x 2.0	
	Day	Mo.	Yr.	Start	AM	PM	End	AM	PM	Lunch					
Saturday															
Sunday															
Monday															
Tuesday															
Wednesday															
*Thursday															
Friday															
			TOTAL FOR WEEK:												

Student Employee Signature:_____   Job Location: _____

Supervisor (Print Name):_____   Supervisor's Signature: _____

Work Order Authorization:_____

Work Order	Hours

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

Payroll Use only:	
Rec'd in Payroll	**Hourly Rate**
	Pay Code
	Date Stamp

*Timesheets MUST be handed in to the Payroll Office by **END OF DAY EVERY THURSDAY.** Please <u>estimate your hours for Friday</u> 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.**