

A Few Words about Timesheets for Supervisors of Students

Timesheets are due in Payroll (payroll@viu.ca) by close of business on Thursdays – every Thursday. If there is a change (such as weeks with a Statutory holidays), there will be an All-Employee email sent out.

Please include the employee number on the timesheet (6 digits starting with a 3) – not the 9-digit student number. Names are not always unique.

Timesheets need to be authorized by the supervisor to acknowledge the hours and dates worked AND by the budget holder of the area (sometimes this is the same person – sometimes it isn't)

Students are governed by [BC Employment Standards](#). A few highlights of these regulations:

- Minimum time paid per day is one hour.
- Overtime is payable after 8 hours of work in a day.
- Overtime is payable for a 7th day of work in a week.
- Statutory holiday pay is applicable only if the student has worked 15 of the 30 days immediately prior to the holiday.
 - If this qualification is met, students will receive an average day's pay for the stat. Payroll will calculate the amount owing. PLEASE ONLY INCLUDED HOURS ACTUALLY WORKED ON A STAT ON THE TIMESHEET – do not include what you or the student assumes is payable.
 - If the student qualifies for stat pay, any hours worked on that date are overtime. If the qualification is not met, hours worked are paid at straight time.

Please send any questions to Payroll@viu.ca