

HOURLY TIMESHEETS - PAYROLL SCHEDULE

January 2017 to December 2017

Important Notes:

Deadlines

Week 1 - Time worked Sunday to Saturday - Timesheets due in Payroll Monday 10:00 am
 Week 2 - Time worked Sunday to Friday - Timesheets due in Payroll Friday 4:00 pm
 Week 2 - Time worked Saturday - Timesheets due in Payroll Monday 10:00 am
 Please note changes to schedule due to Statutory Holidays below in yellow

Timesheet format and submission

Only **SCANNED** timesheets to Timesheets@vsb.bc.ca are accepted. **NO faxes, photocopies, or originals.**
 Timesheets must be scanned from a VSB multi-function machine with a "quick menu" button and using the automatic feeder
 Timesheets must be submitted weekly. Week 1 timesheets sent with Week 2 are late.
 Timesheets **MUST** have the following information to be processed:
 Your Employee ID, Hours worked, Job Code and Pay Code, supervisor's signature, your signature
Incomplete timesheets will be returned and not processed.
 Keep your original timesheet for reference.

									Statutory Holiday Observed	Changes due to statutory holiday		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week #	Deadline	TIME	Pay Period	Pay Day
December	18	19	20	21	22	23	24	1	December 26, 2016	10:00 AM	1701	06-Jan-2017
	25	26	27	28	29	30	31	2	December 30, 2016	10:00 AM		
January	01	02	03	04	05	06	07	1	January 9, 2017	10:00 AM	1702	20-Jan-2017
	08	09	10	11	12	13	14	2	January 13, 2017	4:00 PM		
January	15	16	17	18	19	20	21	1	January 23, 2017	10:00 AM	1703	03-Feb-2017
	22	23	24	25	26	27	28	2	January 27, 2017	4:00 PM		
Jan / Feb	29	30	31	01	02	03	04	1	February 6, 2017	10:00 AM	1704	17-Feb-2017
February	05	06	07	08	09	10	11	2	February 10, 2017	4:00 PM		
February	12	13	14	15	16	17	18	1	February 20, 2017	10:00 AM	1705	03-Mar-2017
	19	20	21	22	23	24	25	2	February 24, 2017	4:00 PM		
Feb / Mar	26	27	28	01	02	03	04	1	March 6, 2017	10:00 AM	1706	17-Mar-2017
March	05	06	07	08	09	10	11	2	March 10, 2017	4:00 PM		
March	12	13	14	15	16	17	18	1	March 20, 2017	10:00 AM	1707	31-Mar-2017
	19	20	21	22	23	24	25	2	March 24, 2017	4:00 PM		
March / April	26	27	28	29	30	31	01	1	April 3, 2017	10:00 AM	1708	13-Apr-2017
April	02	03	04	05	06	07	08	2	April 7, 2017	4:00 PM		
April	09	10	11	12	13	14	15	1	April 18, 2017	10:00 AM	1709	28-Apr-2017
	16	17	18	19	20	21	22	2	April 21, 2017	4:00 PM		
April	23	24	25	26	27	28	29	1	May 1, 2017	10:00 AM	1710	12-May-2017
April / May	30	01	02	03	04	05	06	2	May 5, 2017	4:00 PM		
May	07	08	09	10	11	12	13	1	May 15, 2017	10:00 AM	1711	26-May-2017
	14	15	16	17	18	19	20	2	May 19, 2017	4:00 PM		
May	21	22	23	24	25	26	27	1	May 29, 2017	10:00 AM	1712	09-Jun-2017
May / June	28	29	30	31	01	02	03	2	June 2, 2017	4:00 PM		
June	04	05	06	07	08	09	10	1	June 12, 2017	10:00 AM	1713	23-Jun-2017
	11	12	13	14	15	16	17	2	June 16, 2017	4:00 PM		
June	18	19	20	21	22	23	24	1	June 26, 2017	10:00 AM	1714	07-Jul-2017
	25	26	27	28	29	30	01	2	June 30, 2017	4:00 PM		

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July	02	03	04	05	06	07	08	1	July 10, 2017	10:00 AM	1715	21-Jul-2017
	09	10	11	12	13	14	15	2	July 14, 2017	4:00 PM		
July	16	17	18	19	20	21	22	1	July 24, 2017	10:00 AM	1716	04-Aug-2017
	23	24	25	26	27	28	29	2	July 28, 2017	4:00 PM		
July / Aug	30	31	01	02	03	04	05	1	August 8, 2017	10:00 AM	1717	18-Aug-2017
August	06	07	08	09	10	11	12	2	August 11, 2017	4:00 PM		
August	13	14	15	16	17	18	19	1	August 21, 2017	10:00 AM	1718	01-Sep-2017
	20	21	22	23	24	25	26	2	August 25, 2017	4:00 PM		
Aug / Sept	27	28	29	30	31	01	02	1	September 5, 2017	10:00 AM	1719	15-Sep-2017
September	03	04	05	06	07	08	09	2	September 8, 2017	4:00 PM		
September	10	11	12	13	14	15	16	1	September 18, 2017	10:00 AM	1720	29-Sep-2017
	17	18	19	20	21	22	23	2	September 22, 2017	4:00 PM		
September	24	25	26	27	28	29	30	1	October 2, 2017	10:00 AM	1721	13-Oct-2017
October	01	02	03	04	05	06	07	2	October 6, 2017	4:00 PM		
October	08	09	10	11	12	13	14	1	October 16, 2017	10:00 AM	1722	27-Oct-2017
	15	16	17	18	19	20	21	2	October 20, 2017	4:00 PM		
October	22	23	24	25	26	27	28	1	October 30, 2017	10:00 AM	1723	10-Nov-2017
Oct / Nov	29	30	31	01	02	03	04	2	November 3, 2017	4:00 PM		
November	05	06	07	08	09	10	11	1	November 14, 2017	10:00 AM	1724	24-Nov-2017
	12	13	14	15	16	17	18	2	November 17, 2017	4:00 PM		
November	19	20	21	22	23	24	25	1	November 27, 2017	10:00 AM	1725	08-Dec-2017
Nov / Dec	26	27	28	29	30	01	02	2	December 1, 2017	4:00 PM		
December	03	04	05	06	07	08	09	1	December 11, 2017	10:00 AM	1726	22-Dec-2017
	10	11	12	13	14	15	16	2	December 15, 2017	4:00 PM		
December	17	18	19	20	21	22	23	1	December 27, 2017	10:00 AM	1801	05-Jan-2018
	24	25	26	27	28	29	30	2	December 29, 2017	4:00 PM		
Dec / Jan	31	01	02	03	04	05	06	1	January 8, 2018	10:00 AM	1802	19-Jan-2018
January	07	08	09	10	11	12	13	2	January 12, 2018	4:00 PM		