a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Department of Psychiatry
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Phone 604 822 7314

Hourly Payroll Timesheet

Employee: _____

Supervisor (Principal Investigator): _____

Submission period: _____ **1st – 15th** OR _____ **16th to 30th/31st**

Date	Hours (regular time)	Hours (overtime)

Total hours (regular time) _____

Total hours (overtime) _____

PLEASE RETURN THIS FORM VIA EMAILTO:
Amity Chiang at amity.chiang@ubc.ca (and cc supervisor) by 12pm on or before the deadlines listed in the email.

Important Notes:

- Employees must have a current appointment in place to get paid.
- Please use separate timesheets for different pay periods.
- **Pre-approved Overtime:** it is assumed that it was pre-approved if the supervisor is copied on the email.
  - Non-union tech staff: any hours over 7.5 hours are considered overtime
  - Students: any hours over 8 hours are considered overtime
- **Unpaid breaks:**
  - You are expected to take an unpaid 0.5 hr lunch break if working more than 6 hours in one day.
  - If working 7.5 hours or more, please note the start and end times to be clear that your unpaid break time was taken.
- **Vacation:**
  - Staff: Please request vacation payout in the body of an email.
  - Students (UAA, GAA): vacation pay is included in wage.
  - Students (work-study/learn): 4% vacation pay in addition to wage on each pay cheque
- **Working hours:**
  - Work Study Students can work a maximum of 10 hours per week from September-April and 20 hours per week from May-August.
  - Students (UAA, GAA) can work an average of 12 hours per week during any school term