VANCOUVER ISLAND UNIVERSITY - TIMESHEET

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

Admin/VIUFA	
Appt #	
Reg	
Term	

Project Worker	
Appt #	
Project	
Captionist	

BCGEU	
Appt #	
Reg	
Term	
Auxiliary	
Overtime	
Bank OT	

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

Student	
Appt #	
Work-op	
Non Work-op	

Other
Appt #

Payroll Use Only

	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															
							TOTAL FOR WEEK:								

	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															
							TOTAL FOR WEEK:								
							TOTAL HOURS WORKED:								

Employee Signature: _____ Job Location: _____

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

Cost Centre Authorization: _____

Cost Centre	Hours

Hrs.	÷	Program Norm	x	FTE Factor	=
	÷		x		=

Timesheets MUST be handed in to the Payroll Office by **END OF DAY** Thursday as per the schedule on the reverse.
Statutory Holidays require special processing, please refer to the early cut-off dates on Wednesdays