

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA HOURLY TIME SHEET

*Complete timesheet and deliver to Finance by NOON the Friday before each payday  
Incomplete timesheets will be returned and payment may be delayed until the next pay date*

Fund:     Org:     Acct:     Prog:     Activity:     Pay rate:

\*The above coding must match the employment contract coding for Payroll to process (Prog and Activity codes may not be applicable)\*

Day of The Week:	Date: MM/DD	Number of Hours Worked:	FOR <u>PAYROLL</u> OFFICE USE ONLY		
			S.T.	O.T.	D.T.
Sun					
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
<b>Total Week #1</b>					
Sun					
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
<b>Total Week #2</b>					

Employee Name: \_\_\_\_\_

Employee or Student I.D. #: \_\_\_\_\_

Pay Period: Start: \_\_\_\_\_ End: \_\_\_\_\_

**Please record only the actual number of hours worked each day.**

**Do Not Enter Hours for Stat Holidays unless you actually worked.**

*NOTE: Hours worked on Stat Holidays are payable at 1.5 times regular pay rate*

Regular Stat Holiday entitlements will be added by the Payroll Office at 4.2% of regular earnings each biweekly pay period.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Hourly Pay Period Schedule

Year	Pay #	Start Date:	End Date:	Payday Date:	Stat Holiday:
2011	19	September 4	September 17	September 23	
	20	September 18	October 1	October 7	
	21	October 2	October 15	October 21	October 10
	22	October 16	October 29	November 4	
	23	October 30	November 12	November 18	November 11
	24	November 13	November 26	December 2	
	25	November 27	December 10	December 16	
	26	December 11	December 24	December 30	
2012	1	December 25	January 7	January 13	Dec 26* Dec 27* & Jan 2* (*In Lieu of Dec 25 , 26 & Jan 1)
	2	January 8	January 21	January 27	
	3	January 22	February 4	February 10	
	4	February 5	February 18	February 24	
	5	February 19	March 3	March 9	
	6	March 4	March 17	March 23	
	7	March 18	March 31	April 5*	April 6 & 9 *Thursday pay date due to Friday Stat
	8	April 1	April 14	April 20	
	9	April 15	April 28	May 4	
	10	April 29	May 12	May 18	
	11	May 13	May 26	June 1	May 21
	12	May 27	June 9	June 15	
	13	June 10	June 23	June 29	
	14	June 24	July 7	July 13	July 1
	15	July 8	July 21	July 27	
	16	July 22	August 4	August 10	
	17	August 5	August 18	August 24	August 6
	18	August 19	September 1	September 7	