



STUDENT AND AUXILIARIES TIME SHEET

3700 Willingdon Avenue
Burnaby, BC, Canada V5G 3H2

For Payroll use only.

Employee/Student ID (required)	First Name	Last Name
*Position Control No. (eg A12B34)	* Please log into the Employee Dashboard to find your Position Control No. (PCN) under "Job Summary". Following your job title is the PCN composed of 6 characters of letters and numbers.	
Month and Year (MMM/YY)		

Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours	
Students & Auxiliaries																																	
Overtime – to be paid																																	
Meal Allowance Request																																	
Shift Diff.																																	
Sick absence*																																	

* Student and Auxiliary employees are eligible for up to five (5) shifts of paid sick leave.

PLEASE COMPLETE IF THE PAY PERIOD HAS A STAT HOLIDAY (TO BE COMPLETED BY THE MANAGER)

1. Stat holiday date(s)	2. Regularly scheduled day of work? <input type="checkbox"/> Yes, proceed to 3 <input type="checkbox"/> No
3. Number of hours regularly scheduled	4. Schedule in place for a minimum of one month? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employee Signature	Date
Approved Signature	Date
Print Name (Approver)	Date Emailed to Payroll

Please scan and email completed and approved time sheet to Aux_Student_Payroll@bcit.ca ONLY electronic form submissions will be accepted, no paper copies.

**Timesheets must be submitted by the Manager/Supervisor directly or its delegated Admin Asst/Asst, otherwise the timesheets will not be processed.
If submitted by the Admin Asst/Asst, cc the Manager/Supervisor.**