



# PART-TIME STUDIES (PTS) EMPLOYEE TIME SHEET

3700 Willingdon Avenue  
Burnaby, BC, Canada V5G 3H2

For Payroll use only.

Banner ID (required)		First Name			Last Name					
Position No.	Fund	Org		Account		Program				
Month and Year					Contract No. (PTS Only)					

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	
PTS hours																																	
COVID related absence*																																	

Please check the box if additional hours or overtime hours are due to **COVID-19**, please use org code 349144

\*Eligible for up to 3 days leave in 2021, if diagnosed with COVID-19, or if directed to quarantine by the health authority and unable to work remotely.

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

Please scan and email completed and approved time sheet to [PTS\\_Payroll@bcit.ca](mailto:PTS_Payroll@bcit.ca)

ONLY electronic form submissions will be accepted, no paper copies.