



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																																	

Please check the box if additional hours or overtime hours are due to **COVID-19**, please use org code 349143

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

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