



PART-TIME STUDIES (PTS) EMPLOYEE TIME SHEET

3700 Willingdon Avenue
Burnaby, BC, Canada V5G 3H2

For Payroll use only.

Employee 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	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																																	

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.

**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.**