



REGULAR/SALARIED 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							

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	
Salaried employees with appointment less than 100%, additional hours																																	
Overtime – to be paid																																	
Meal Allowance Request																																	
Shift Diff.																																	
Overtime – to be banked																																	

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

INSTRUCTIONS

- Please circle date if OT worked on day of rest
- For overtime to be paid, enter actuals hours OT worked, do not covert hours

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

Please scan and email completed and approved time sheet to Regular_Payroll@bcit.ca

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