



REGULAR/SALARIED 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 F12X34-00)		*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 8 characters of letters and numbers with a hyphen.
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																																	

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.

**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.**