



# STUDENT AND AUXILIARIES 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 (MMM/YY)									

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	
Students & Auxiliaries																																	
Overtime – to be paid																																	
Meal Allowance Request																																	
Shift Diff.																																	

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

**PLEASE COMPLETE IF THE PAY PERIOD HAS A STAT HOLIDAY (TO BE COMPLETED BY THE MANAGER)**

1. Stat holiday date(s)	2. Regularly scheduled day of work? <input type="checkbox"/> Yes, proceed to 3 <input type="checkbox"/> No
3. Number of hours regularly scheduled	4. Schedule in place for a minimum of one month? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employee Signature	Date
Approved Signature	Date
Print Name	Date Emailed to Payroll

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

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