

## Bi-Weekly Time Sheet

Org Code:	Last Name:	First Name:	Banner I.D.	Pay Period Start/End Date:	Employee' Signature:
Department:	Position Number	Rate Of Pay:	Employee Class:	Distribution: <input type="checkbox"/> Dept. <input type="checkbox"/> Employee <input type="checkbox"/> Payroll	Approved By:

LEAVES	WEEK 1								WEEK 2								CODE	GRAND TOTAL	
	S	M	T	W	TH	F	S	Week 1 Total	S	M	T	W	TH	F	S	Week 2 Total			
EARNINGS																			
Regular Hours																			BAS
Shift Premium																			SH1
Authorized Substitution Pay																			SUB
Other																			
OVERTIME FOR PAY																			
1/2x Short Change Over																			SC1
1x Short Change Over																			SC2
1 1/2x Reg Hrly Rate																			OT1
2x Hrly Rate																			OT2
Other																			
BANKED OVERTIME																			
Short Change Over for time off 1/2x (actual)																			SC3
Short Change Over for time off 1x (actual)																			SC4
Overtime for time off 1 1/2x (actual)																			OT4
Overtime for time off 2x (actual)																			OT5
Other																			

**Vac. Entitlement Incl. Carryover:** \_\_\_\_\_ **Vac. Hrs Taken This Year:** \_\_\_\_\_ **Vac. Balance:** \_\_\_\_\_ **O.T. Bank Balance:** \_\_\_\_\_

Org Code:	Record the organization code that the hours recorded on this time sheet are to be charged to. If you do not know check with your supervisor.
Last Name/First Name:	Fill in your name as you have asked it to be used throughout Kwantlen. If your name has changed, please advise Human Resources.
Banner I.D.	Record your employee number, this is also your student number if taking courses at Kwantlen.
Pay Period Start/End Date:	These dates are available through a drop down menu if using the electronic version of the time sheet or they can be obtained from the pay schedule, which is available in payroll. Record the Start and End Dates of the Pay Period.
Employee's Signature:	Please sign your name.
Department:	Fill in your department name.
Position Number	Every Job you have in the College has a position number. Record the Position Number that the hours you are working are to be charged against. You may have more than one Position Number, please complete a separate timesheet for each Position Number. If you do not know check with your supervisor.
Employee Class:	This is a drop down menu if using the electronic version otherwise you should record one of the following: Staff Regular, Staff Repeating Term, Staff Posted Auxiliary > 6mos, Staff Posted Auxiliary < 6mos, Staff Auxiliary, Student Assistant, Model, or Conversationalist.
Distribution:	If using electronic version, click on the box that you are printing a copy for. If using the pre-printed form distribute as per colour coding.
Rate of Pay:	Record your hourly rate.
Approved By:	Signature of person who has authority to sign for this org. Code.

Please use the following Leave Codes

LEAVES	CODES	LEAVES	CODES
Vacation	VAC	Worker's Compensation	WCB
Sick	SIC	Union Business With Pay	UNB
Banked Time Off in Lieu of O.T. Pay	OTA	Bereavement - Immediate Family	BRI
Family Illness	FAM	Bereavement - Non Immediate Family	BRN
Medical Dental Appointments	MED	General PD (P.D. That doesn't fit under any specific article in the Collective Agreement)	PD1
Leave Without Pay	DOC	Staff Training and Development (Article 22.2)	PD2
Birth/Adoption	SP1	Professional Development – Specialized Positions (Article 23.2)	PD3
Household/Domestic Emergency	SP2	College Wide PD Day (Article 22.3)	PD4
Attend a Funeral	SP3	College Orientation (Article 22.5)	PD5
Citizenship Hearing	SP4	Employer Required Training (Article 23.3)	PD6
Moving	SP5	Court Leave	CRT

**Unless notified otherwise, Time Sheets must be in Payroll no later than noon, Wednesday before the end of the Pay Period, to be paid on the following Pay Day.**