

PAYROLL TIMESHEET



Name

Department/Position

Phone

UFV ID# (mandatory)

Birthdate

Payroll Quick Links:

• Change of address in [myUFV](#)
(Login & select personal information)

• [Payroll schedule](#)

• [Direct deposit form](#)

Lunch breaks are unpaid and should NOT be included in "hours to be paid" column

Date	Start time	Finish time	Hours to be paid	Comments
				Payroll use ONLY
				ID#
				Position#
				Earning code:

Employee contract # Name of course	Total hours	Rate of pay	Budget codes

Employee signature

Authorizing signature

Authorization date

Print name

Print name

Visit [Financial Services](#) for tax information, payroll forms and the pay schedule.

Questions? payroll@ufv.ca | 604-557-4018