

2026 Timesheet instructions

For students/auxiliary Research Assistants

How do I submit a timesheet?

1. Download the [RGS timesheet](#) template
2. Complete top section (name, student ID, etc.)
3. Input each day worked including start/end times and hours to be paid
 - a. More than 5 hours requires a minimum 30-minute, unpaid break
 - b. Hours CANNOT be submitted on stat holidays
 - c. Hours must not exceed 8 hours/day and 40 hours/week for students and 7 hours/day and 35 hours/week for auxiliary

**Post-secondary students are exempt from the daily 2-hour minimum under the Employment Standards Act. Exemption does not apply to auxiliary.*

4. Input your total hours, rate of pay, and budget code (leave budget code blank if you're unsure)
5. Add your signature
6. Forward to your supervisor for authorizing signature (please do not copy RGS)
7. Submit to RGS@ufv.ca meeting [Research Pay Schedule](#) timelines

NOTE: Improper submission may delay payment until the following pay period.

How do I request direct deposit?

Complete the [Employee Direct Deposit](#) form. Upon completion, send via email to payroll@ufv.ca. Do **NOT** send to your supervisor or RGS as it will not be accepted. This must come directly from the student to the Payroll office. This is only required once. If you have previously received direct deposit from UFV, it will not be necessary to complete again.

For faculty supervisors

Once you've hired your RA, complete a [Request for Contract \(RFC\)](#) online. This will submit to RGS@ufv.ca for further processing. RA's should not begin working until the contract has been approved. To avoid delays, complete all fields.

Student RA's are not permitted to work on stat holidays or exceed 8 hours/day (40 hours/week). For auxiliary RA's, they are not to exceed 7 hours/day (35 hours/week). If an RA works 5 hours or greater in one day, they're required to take a 30-minute, unpaid break. This must be reflected when submitting a timesheet.

Timesheets must be submitted as the work is completed within the pay period for which the work is performed.

Faculty supervisors are required to sign electronically **prior** to timesheet being submitted to RGS.

Questions? Contact us at RGS@ufv.ca