

PAYROLL TIMESHEET

(Please Print)



Name: _____

Department/Position _____

****I.D #**

Phone _____

(**mandatory field!)

Payroll Quick Links:

Change of Address HR form

Payroll Schedule Direct

Deposit Form

Birthdate: XX / /
Day Month Year

(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
Month	Day				
					<u>Payroll Use Only</u> ID # _____ POSITION # _____ EARNING CODE _____ _____ _____ _____ _____ _____

Employee Contract #	Total hours	Rate of Pay	Budget Codes
Name of Course			

Employee Signature

Authorizing Signatures

Authorization Date

- ✓ Safe
 - ✓ Simple
 - ✓ Secure
- Sign up for the convenience of Direct Deposit Today!

Visit www.ufv.ca/finance/payroll for tax information, payroll forms & pay schedule.
Questions? payroll@ufv.ca | 604-557-4018