SUPPORT STAFF TIMESHEET GUIDELINE

Below is a copy of a Support Staff timesheet. Each section of the timesheet has been assigned a specific number. For details on how to complete each section of the timesheet refer to the corresponding number in the detailed section on page two (2). If you have any further questions do not hesitate to contact any member of the Payroll Department.

coast mountain college

TIME SHEET - SUPPORT STAFF

Name: **(1)**

Substitute for (name): **(2)**

Inclusive Substitution Dates: **(3)**

Position: **(4)**

Campus: **(5)**

Account Code: **(6)**

This time sheet is for 2 weeks, ending with a payday (Friday). Please fill in the dates under the days of week. Give the start and finish times of work, indicating a.m. or p.m. **Leave statutory holidays blank**, unless you worked. Time sheets must be received by payroll by the Wednesday following payday to be processed in the next pay.

MONTH ____ **(7)** ____

	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI
Date			**(8)**											
Start Time			**(9)**											
End Time				**(10)**										
Total Hours					**(11)**									

PAYROLL USE ONLY (STAT CALC)

(15)

Total straight time worked	**(12)**
Total overtime worked	**(13)**
Hours eligible for shift premium	**(14)**

PAYROLL USE ONLY

(16)

COMMENTS

(17)

Employee's Authorization **(18)** Date

Supervisor's Authorization **(19)** Date

OVERTIME Authorization **(20)** Date

PRJun2018

1. Enter the employee's first and last name.
2. If the employee is subbing for another employee, enter that employee's name.
3. Enter the dates of substitution, if applicable.
4. Enter the employee's position.
5. Enter the physical campus location where the employee is working. i.e. Nass, Terrace.
6. Enter the Base Account Code or Non-Base Account Code per approved College budget.
7. Enter the month or months reported on the timesheet. i.e. Nov. or Nov/Dec.
8. Enter the dates worked. These dates should correspond with the pay periods identified on the current payroll calendar. A copy of the payroll calendar can be found on the website with the time sheets, or you can contact the Payroll department.
9. Enter the employee start time. This should be the scheduled start time. For example if an employee comes in at 8:45 am, but is scheduled to start at 9:00 am, the start time should be 9:00 am.
10. Enter the employee end time. This should be the scheduled end time. For example if an employee ends at 4:30 pm but stays 15 minutes late. The end time should be 4:30 pm, unless the extra 15 minutes has been preapproved by the supervisor and the supervisor has sent in the appropriate paperwork.
11. Enter the total hours worked for each day. These hours should not include the employee's lunch break, which may be a full hour or 30 minutes.
12. Enter the total straight time hours reported on the timesheet. This total should add up to all of the hours reported under number 11, less any overtime reported.
13. Enter the total overtime here, if the employee has reported overtime under number 11.
14. If the employee is due shift differential enter the total here. You can leave this box blank if you wish and payroll will calculate this for you.
15. Do not enter anything in this box. This is for Payroll Use Only.
16. Do not enter anything in this box. This is for Payroll Use Only.
17. Employee and supervisor may enter comments here.
18. Employee needs to authorize and date the timesheet.
19. Supervisor needs to authorize and date the timesheet. This does not need to be a Dean or VP. It can be the employee's direct supervisor unless there have been other instructions from the Dean or VP.
20. If overtime has been reported on the time sheet, authorization by a CAT member is required.

NOTE: If there is a stat day on the timesheet please do not complete numbers 9-11, unless the employee does in fact work on the statutory holiday.

Payroll will calculate the employee's stat pay.