

TIME SHEET

Payroll, Langara College
100 West 49th Avenue, Vancouver, BC V5Y 2Z6

This form is available on the web: www.langara.bc.ca/hr/forms.html

COMPLETE ALL SECTIONS – MISSING INFORMATION MAY DELAY PROCESSING

EMPLOYEE OR STUDENT NUMBER	ORGANIZATION CODE & DEPARTMENT	PAY PERIOD
JOB		LOCAL
LAST NAME	FIRST NAME	

DESCRIPTION OF WORK	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	AMOUNT TO PAY OUT	AMOUNT TO BANK
REGULAR No Shift Differential 06:00 – 19:00																	
SHIFT 1 Starting Before 06:00 or Ending After 19:00																	
SHIFT 2 Starting Before 04:30 or Ending After 20:30																	
SHIFT 3 Starting Before 03:00 or Ending After 22:00																	
OVERTIME																	
DOUBLETIME																	
TOTAL																	
GRAND TOTAL																	

THE ABOVE CLAIM IS CERTIFIED AS CORRECT

EMPLOYEE SIGNATURE	SIGNATURE BY BUDGET OFFICER OR DELEGATE	LOCAL
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