



Where ideas work

Payroll Time Sheet

Indian Act, Exemption from Taxation - [Indian Act \(R.S.C., 1985, c.I-5\) Section 87 Taxation](#)

This form only applies to employees who have employment income exempt from taxation while working on reserve or surrendered lands as per Section 87 of the *Indian Act*.

The original form is approved by your Supervisor, who will submit to payroll via an [AskMyHR](#) request and selecting Myself & My Team/Organization > Pay > Timesheet Submission. Any adjustments to regular pay will be reflected in the next pay cycle.

For Completion by the Employee – Please Print Clearly

Completed by Pay Period, refer to the Time & Pay Portal for Payroll Schedules - <https://timepay.gov.bc.ca/>

Name _____ Employee # _____

Ministry _____

Freedom of Information and Protection of Privacy Act (FOIPPA)
 This information is collected by the British Columbia Public Service under s. 26(c) of FOIPPA. Any questions about the collection and the use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request to AskMyHR and selecting My Team/Organization > Employee & Labour Relations > Other Issues & Inquiries, phoning: 1-877-277-0772 or writing to: Manager, HR Service Centre, BC Public Service Agency, 810 Blanshard Street, Victoria, BC V8W 2H2.

| Enter MM/DD/YYYY for the 1 st Sunday of the Pay Period & other dates will auto-populate | | Reserve | Purpose/Comments | NON Exempt Reg Hrs | NON Exempt OT Hrs | EXEMPT Reg Hrs | EXEMPT OT Hrs |
|--|-----------|---------|------------------|--------------------|-------------------|----------------|---------------|
| W E E K 1 | Sunday | | | | | | |
| | Monday | | | | | | |
| | Tuesday | | | | | | |
| | Wednesday | | | | | | |
| | Thursday | | | | | | |
| | Friday | | | | | | |
| | Saturday | | | | | | |
| W E E K 2 | Sunday | | | | | | |
| | Monday | | | | | | |
| | Tuesday | | | | | | |
| | Wednesday | | | | | | |
| | Thursday | | | | | | |
| | Friday | | | | | | |
| | Saturday | | | | | | |
| TOTAL HOURS | | | | | | | |

I certify that this is a true statement of hours worked by me:

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Sample of a completed time sheet:

- All hours to be processed as Status Indian earnings need to be recorded in the EXEMPT Hrs Columns, or they will not be reported as non-taxable earnings
- Report all hours below as the total hours worked and include meal breaks, Payroll will calculate the total hours to be paid
- Date – Enter the date of the first Sunday of the pay period in the following format MM/DD/YYYY. The rest of the dates will then auto-populate
- Purpose – Record any notes for payroll, for example 4 hours OT
- NON Exempt Reg Hrs – Record the regular hours worked e.g. regular office day where hours are not eligible as non taxable earnings
- NON Exempt OT Hrs - Record total NON exempt overtime hours
- EXEMPT Reg Hrs – Record regular hours that need to be reported as non-taxable earnings
- EXEMPT OT Hrs – Record total overtime hours worked (do not include any regular hours) that need to be reported as non-taxable earnings
- Statutory Holidays – Only record hours on a Statutory (Stat) Holiday if you actually worked. In the example below the Stat Holiday was not worked, therefore nothing is recorded. Record “Did not work” if applicable

| Enter MM/DD/YYYY for the 1 st Sunday of the Pay Period & other dates will auto-populate | | | Reserve | Purpose/Comments | NON Exempt Reg Hrs | NON Exempt OT Hrs | EXEMPT Reg Hrs | EXEMPT OT Hrs |
|--|-----------|------------|----------|---|--------------------|-------------------|----------------|---------------|
| WEEK 1 | Sunday | 04/05/2020 | Koksilah | Relief – 4 hours OT | | | | 4 |
| | Monday | 04/06/2020 | | Stat – Did not work | | | | |
| | Tuesday | 04/07/2020 | | Regular shift + 1 hour OT | 7 | 1 | | |
| | Wednesday | 04/08/2020 | | Regular shift | 7 | | | |
| | Thursday | 04/09/2020 | Koksilah | Relief + 4 hours OT | | | 7 | 4 |
| | Friday | 04/10/2020 | Koksilah | Relief | | | 7 | |
| | Saturday | 04/11/2020 | | | | | | |
| WEEK 2 | Sunday | 04/12/2020 | | | | | | |
| | Monday | 04/13/2020 | Koksilah | Reg shift 4 hrs at office; 5 hrs at Koksilah (2 hrs OT) | 4 | | 3 | 2 |
| | Tuesday | 04/14/2020 | | Regular shift | 7 | | | |
| | Wednesday | 04/15/2020 | | Regular shift | 7 | | | |
| | Thursday | 04/16/2020 | Koksilah | Relief | | | 7 | |
| | Friday | 04/17/2020 | Koksilah | Relief | | | 7 | |
| | Saturday | 04/18/2020 | | | | | | |
| TOTAL HOURS | | | | | 32 | 1 | 30 | 10 |

References:

- Note - These are federal forms, any requirement questions should be between employee’s and their supervisor
- [TD1-IN](#) – Supervisors can sign the form given a formal telework agreement is in place as this meets the “required to work on reserve” requirement, even if working on the reserve is voluntary
- [Determination of Exemption of an Indian’s Employment Income form](#)
- [Certificate of Indian Status](#)