



# TIMESHEET

This timesheet is intended for non Time and Leave users.

FOR COMPLETION BY EMPLOYEE - PLEASE PRINT OR TYPE CLEARLY

Time and Leave users may only use the timesheet if the following criteria are met:

- 1) No active timesheet in Time and Leave, e.g., new hire; or 2) The historical edit period in Time and Leave has lapsed (over 4 full previous pay periods).

The timesheet must be approved by both the Supervisor, and by the Expense Authority. Submit completed timesheet to Payroll via an [AskMyHR](#) request:

**Categories:** Myself, or My Team/Organization > Pay > Timesheet Submission; **Subject:** Timesheet - Dept ID - Employee Name and ID - Pay Period end date.

The timesheet is to include only one Pay Period; Use multiple timesheets for multiple pay periods.

<b>LAST NAME:</b>				<b>FIRST NAME:</b>				<b>EMPLOYEE ID:</b>				<b>SUBSTITUTION PAY:</b> Yes No	
<b>MINISTRY/BRANCH:</b>				<b>DEPT. ID:</b>				<b>ETO ACCUMULATOR SCHEDULE</b> Yes No				<b>ETO Earned Daily Hrs:</b>	<b>ETO Hrs Taken:</b>
<b>STATUS:</b>		Regular	Full time	Averaging	As & When	<b>AVERAGING PERIOD AGREEMENT ONLY:</b>				Avg. Period: 70 hrs. 140 hrs.			
< 31 days		Auxiliary	Part time	STIIP Trial	Rehab Trial	Timesheet in Avg. Period:		1st	2nd	Total Hours from 1st timesheet:			

<b>PAY PERIOD START DATE (YY-MM-DD)</b>				<b>PAY PERIOD END DATE (YY-MM-DD)</b>				<b>GUIDELINES:</b>			
Pay Periods begin on Sundays; for Payroll Schedules, see Time & Pay: <a href="https://timepay.gov.bc.ca/">https://timepay.gov.bc.ca/</a>								1. Leaves cannot be submitted on the timesheet. Submit leaves via the <a href="#">Leave Management Transaction</a> (LMT) form			
								2. Stat. Holidays - If not worked, do not enter hours; use STH or STR			
								3. DO NOT convert OT			
								<b>NOTES SECTION:</b> Record important payroll information below			

DAYS	DATE	SHIFT		CODE	PAYABLE HOURS		STANDBY HOURS		PAYROLL USE ONLY:		
		START	FINISH		REG	EXTRA	START	FINISH	SBY	1.5X	2X
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
<b>WEEK 1 TOTALS</b>											
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
<b>WEEK 2 TOTALS</b>											
<b>TOTAL</b>											
				<b>4 WEEK TOTAL for Avg. Period (For 140 Avg. Agreement only)</b>							

**Note Examples:**

- Entitled to a lieu day which has not been scheduled
- Per diems: Half or Full
- OT meal allowances, etc.

<b>CODES:</b>	X: Regular Hours Worked	ST1: Stat Worked
SBY: Standby	CAL: Call Out	STH: Stat Not Worked
A: Aftn. Shift Premium	CTO: Move OT to Compensatory Time Off	STR: Stat on Day of Rest
E: Eve. Shift Premium		V58: Lieu Day Banked

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

<b>Employee Signature</b>		<b>Date Signed</b>		<b>Supervisor Signature</b>		<b>Date Signed</b>	
<b>Expense Authority Name/Phone # (print)</b>				<b>Expense Authority Signature</b>			
				<b>Date Signed</b>			

**Freedom of Information and Protection of Privacy Act (FOIPPA):** This information is collected by the BC Public Service Agency under s. 26(c) of FOIPPA for the purposes of facilitating the processing of payroll services. If you have any questions regarding the collection of your information please submit a request to [AskMyHR](#) at [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) or call 1-877-277-0772.

# TIMESHEET INSTRUCTIONS

**SUBMIT COMPLETED TIMESHEET to Payroll via an [AskMyHR](#) request**

This timesheet is intended for non Time and Leave users only.

**IMPORTANT:** Failure to use the Time and Leave system for an employee with an active timesheet may result in the manual timesheet not being processed, or in pay errors.

**General Instructions:**

- Pay Periods:** Only one Pay Period per timesheet. Timesheets with multiple Pay Periods will not be processed, and will be returned to the submitter.
- Leaves:** If any Leaves are taken in the pay period, a [Leave Management Transaction form](#) (LMT) must accompany the timesheet. Use multiple LMTs if needed.
- Signatures:** The timesheet must include the Expense Authority (EA) approval for processing; if the Supervisor is also the EA, please complete the EA section, with signature.
- Corrections:** If the timesheet is incorrect or incomplete, the submitter will be contacted via AskMyHR. Resolution may require the submission of a revised timesheet.

**Sections:**

- Status:** Select the status(es); more than one status may be selected, if applicable (e.g., Full Time, and Auxiliary).
- ETO Accumulator:** If applicable, select Yes; also indicate daily earned ETO hours & total ETO hours taken in the Pay Period, and submit an LMT for ETO Taken.
- Substitution Pay:** If applicable, select Yes; and submit a [Substitution Pay form](#) for issuance of sub pay.
- Averaging Period Agreement:** If applicable, select Averaging (status); also complete the Averaging Period Agreement section - indicate Averaging Period (70 or 140 hours).  
NOTE: If Averaging Period is 140 hours, also indicate the timesheet in Avg. Period (1st or 2nd); and if 2nd timesheet, also include Total Hours from 1st timesheet.

**Timesheet:**

- Pay Period Dates:** Enter Pay Period Start Date (Sunday); the Pay Period End date and the dates within the Pay Period will then automatically populate.
- Shift:** Enter Start and Finish times; if crossing midnight, enter the shift using the 24-hour clock. E.g.: if employee worked from 10:00 PM to 6:30 AM, write 22:00 to 6:30.
- Code:** Indicate the code(s) for each shift; multiple codes may be used per shift, as applicable. The timesheet includes a legend for codes.
  - **CTO:** Use to move Overtime (OT) hours to CTO bank. If additional space is required, use Notes section. Do Not use code to indicate CTO Taken - leave requires an LMT (see above).
  - **SBY:** Use if employee is on Standby; if on Standby, also indicate the Start and Finish times in Standby Hours. Do Not convert to payable hours.
  - **Shift Premium:** If applicable, indicate either Afternoon or Evening Shift Premium (not both). For eligibility, refer to [Employment Conditions and Agreements](#).

**Payable Hours:** Include Regular hours worked (Do Not include unpaid meal break), and total Extra hours worked, e.g., overtime. Round Extra hours as per Compensation Rules

**Notes Section:** Indicate the Date(s) that each note applies to, and relevant details. Ensure notes are clear and legible, for processing.

**Sample Excerpt of timesheet:**

PAY PERIOD START DATE (YY-MM-DD)		2022-01-16		to PAY PERIOD END DATE (YY-MM-DD):		2022-01-29						
Pay Periods begin on Sundays; for Payroll Schedules, see Time & Pay: <a href="https://timepay.gov.bc.ca/">https://timepay.gov.bc.ca/</a>												
	DATE	SHIFT		CODE	PAYABLE HOURS		STANDBY HOURS		PAYROLL USE ONLY:			NOTES SECTION: Record important payroll information below  Examples of rounding hours shown in Tue, Thu, and Fri.  <i>Jan. 19, 2022: OT Meal Allowance - approved</i> <i>Jan. 20, 2022: Half Per Diem (travel status) - approved</i> <i>Jan. 21, 2022: Called out at 7:00</i> <i>Jan 22, 2022: Call out and standby (shift crosses midnight)</i>
DAYS	YY-MM-DD	START	FINISH	CODE	REG	EXTRA	START	FINISH	SBY	1.5X	2X	
SUN	2022-01-16											
MON	2022-01-17	8:30	4:30	X	7							
TUE	2022-01-18	8:30	6:42	X	7	2.5						
WED	2022-01-19	8:30	7:30	X, CTO	7	3						
THU	2022-01-20	12:30	8:55	X	7	1						
FRI	2022-01-21	7:00	4:30	X, CAL	7	3						
SAT	2022-01-22	22:15	1:15	CAL, SBY		3	1:15	4:30				
<b>WEEK 1 TOTALS</b>					<b>35</b>	<b>12.5</b>			<b>0</b>	<b>0</b>	<b>0</b>	

**Additional Resources:** See [MyHR](#), including: [Overtime](#) (Compensation rules e.g., OT, call-out, standby and shift premiums etc.), and [Employment Conditions and Agreements](#).

**NOTE:** To set up/request or change an employee's Schedule (timesheet) in Time and Leave, see [Time and Leave Support](#) (search for "Employee Information Form Schedule Request").