

WSBC Timesheet Example

Immediately fax timesheet to Employee Services completed up to the day of injury, only if there is wage loss beyond the day of injury. Please fill out as per example. Note that on day of injury, mark full hours even if employee did not finish shift.

Sample

CLS Payroll Timesheet

R 2008

For Hourly Only

OverNight Shift

Employee # * Must be Completed on Every Timesheet

Pay Period No. 01 to 27 * 22

Last Name

See Over for Pay Period #/Dates

Month Day

First Name

Pay Period

From

*

* 3

Dates

To

*

* 16

Enter 14

Record Time

Enter Total # of Hours/Circle O/N for Overnights in Appropriate Columns

Initial Recorded Shifts

Dates

Please Enter AM or PM Below

From

To

From

To

Worked

Sick

Vacation

		From	To	From	To	Worked	Sick	Vacation	Initial Recorded Shifts
Thu	* 3	8 am	3 pm			7.0 O/N	O/N	O/N	*
Fri	* 4	8 am	3 pm			7.0 O/N	O/N	O/N	*
Sat	* 5	8 am	3 pm	*Day of Injury (please note below)		7.0 O/N	O/N	O/N	*
Sun	* 6					O/N	O/N	O/N	*
Mon	* 7					O/N	O/N	O/N	*
Tue	* 8					O/N	O/N	O/N	*
Wed	* 9					O/N	O/N	O/N	*
Thu	* 10					O/N	O/N	O/N	*
Fri	* 11					O/N	O/N	O/N	*
Sat	* 12					O/N	O/N	O/N	*
Sun	* 13					O/N	O/N	O/N	*
Mon	* 14					O/N	O/N	O/N	*
Tue	* 15					O/N	O/N	O/N	*
Wed	* 16					O/N	O/N	O/N	*

Total KM

Attach Mileage Log to Payroll Summary

Are all required boxes completed?
Are all shifts recorded with AM or PM and extended appropriately?

Authorized By

Is every shift initialled?

x

Dated:

Original Printed On: 25 Aug 08

For Payroll Use Only

YP	RH	RQ	QH	VP
Stat Wkd	Regular		Sic	Vacation Pay
\$	\$	\$	\$	\$
YO <th>OH</th> <th>OQ</th> <td>QQ</td> <td></td>	OH	OQ	QQ	
Stat O/N	Overnight		Sic	
\$	\$	\$	\$	\$
			QQO	
\$	\$	\$	\$	\$

*Injury occurred at 2:00 pm
Employee finished (or did not finish) shift.

WSBC Timesheet Example Continued

Send in a second timesheet with other timesheets on timesheet delivery day. For hours missed due to injury, please mark WSCB in sick column as per example. If you have any questions, call Employee Services at 604.451.8699.

Sample Continued

CLS Payroll Timesheet R 2008

For Hourly Only

OverNight Shift

Employee # * Must be Completed on Every Timesheet
 Last Name
 First Name

Pay Period No. 01 to 27 * 22
 See Over for Pay Period #/Dates Month Day
 Pay Period From * 3
 Dates To * 16

Enter 14 Dates
 Record Time Please Enter AM or PM Below
 Enter Total # of Hours/Circle O/N for Overnights in Appropriate Columns
 Initial Recorded Shifts

	From	To	From	To	Worked	Sick	Vacation	Initial Recorded Shifts
Thu	* 3				O/N	O/N	O/N	*
Fri	* 4				O/N	O/N	O/N	*
Sat	* 5				O/N	O/N	O/N	*
Sun	* 6	8 am	3 pm		O/N	7.0 WSBC O/N	O/N	*
Mon	* 7	8 am	3 pm		O/N	7.0 WSBC O/N	O/N	*
Tue	* 8				O/N	O/N	O/N	*
Wed	* 9				O/N	O/N	O/N	*
Thu	* 10	8 am	3 pm		7.0 O/N	O/N	O/N	*
Fri	* 11	8 am	3 pm		7.0 O/N	O/N	O/N	*
Sat	* 12	8 am	3 pm		7.0 O/N	O/N	O/N	*
Sun	* 13	8 am	3 pm		7.0 O/N	O/N	O/N	*
Mon	* 14	8 am	3 pm		7.0 O/N	O/N	O/N	*
Tue	* 15				O/N	O/N	O/N	*
Wed	* 16				O/N	O/N	O/N	*

Total KM

Attach Mileage Log to Payroll Summary

Are all required boxes completed?
 Are all shifts recorded with AM or PM and extended appropriately?
 Is every shift initialed?

Authorized By

Dated:

Original Printed On: 25-Aug-08

For Payroll Use Only

YP	RH	RQ	QH	VP
Stat Wkd	Regular		Sic	Vacatio
\$	\$	\$	\$	n Pay vq
YO <th>OH</th> <th>OQ</th> <td>Sic</td> <td></td>	OH	OQ	Sic	
Stat O/N	Overnight		\$	
\$	\$	\$	QQO	
			Sic	
			\$	