



Guide to completing your

timesheet!

Want to know how to complete a timesheet?

Look inside...

How to Complete a Timesheet

(please refer to the sample shown)

**To be Completed in INK
BUT NOT RED**

NOTE—If you miss any time due to a work related injury you must contact your Supervisor/Payroll for instructions on completing your timesheet.

Step 1 (Location & Year) ①

See the top righthand corner and ensure you use the correct timesheet for the location and year. Supervisors keep a supply at each work location.

Step 2 (Personal Identification) ②

Employee # is 4 digits and is assigned at the time of your hire. See your letter of hire.

Last Name and First Name should be as provided to Employee Services. You must inform Employee Services immediately of changes to Names and Addresses.

Step 3 (Enter Pay Period & Dates) ③

Transfer the Pay Period # and Dates from the Schedule on the back of the timesheet to the appropriate boxes on the front. (see sample)

Step 4 (Enter Dates) ④

Enter all dates in the pay period in the appropriate boxes.

Step 5 (Record Time) ⑤

This timesheet allows for two shifts on each day. Only the first From/To Columns should be used unless there is a second shift on that day. Include AM (Morning to 11:59) and PM (Noon to Night 11:59) when recording times.

Step 6 (Enter Total # of Hours/ Circle Overnights In the applicable column) ⑥

Payroll will calculate your biweekly total hours and circled overnights.

CLS Payroll Timesheet		R200? ①	R4	12TH AVENUE	670			
For Hourly Only		OverNight Shift	10:30 pm to 7:30 am		\$75.00			
Employee #	3000 ②	Highlighted or Shaded Boxes Must be Completed On Every Timesheet		Pay Period No. 01 to 26	2			
Last Name	EMPLOYEE	See Over for Pay Period #/Dates		Month	Day			
First Name	JON	Pay Period	From	DEC	25			
		Dates	To	JAN	7			
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	
Thu 25	4:00 pm	9:15pm			4.75	O/N	O/N	J.E.
Fri 26	2:30pm	10:30pm			8	O/N	O/N	J.E.
Sat 27	7:30am	8:30am			1	O/N	O/N	J.E.
Sun 28					O/N	O/N	O/N	J.E.
Mon 29	11:00am	10:30pm			11.5	O/N	O/N	J.E.
Tue 30	7:30am	11:45pm	2:30pm	9:30pm	11.25	O/N	O/N	J.E.
Wed 31	3:00pm	10:30pm			O/N	7.5	O/N	J.E.
Thu 1	7:30am	12:30pm			O/N	4	O/N	J.E.
Fri 2					O/N	O/N	O/N	J.E.
Sat 3					O/N	O/N	O/N	J.E.
Sun 4					O/N	O/N	O/N	J.E.
Mon 5	2:00pm	10:30pm			8.5	O/N	O/N	J.E.
Tue 6	7:30am	11:00am	2:30pm	10:30pm	O/N	O/N	11.5	J.E.
Wed 7	3:00pm	10:30pm			O/N	O/N	7.5	J.E.
Total KM	25		670					
Attach Mileage Log to Payroll Summary	For Payroll Use Only							
Are all required boxes completed? Are all shifts recorded with AM or PM and extended appropriately? Is every shift initialled?	Stat Wkd	YP RH	RQ	QH	Sick	VP		
Authorized By	\$	\$	\$	\$	\$	\$		
Supervisor	Stat O/N	YO OH	Overnight	QQ	QQ	VP		
Dated:	\$112.50	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00		
Original Printed On: 07-Aug-0?	\$	\$	\$	\$	\$	\$		

Worked Column

Enter Total Hours and/or circle Overnights worked on that day.

Sick Column

Enter Total Hours and/or circle Overnights missed due to illness. If unable to do so, have your supervisor complete on your behalf.

Vacation Column

Enter Total Hours and/or Circle Overnights not worked due to Vacation. See Vacation Pay/Paid Vacation in this brochure.

Step 7 (Initial to Validate) ⑦

To confirm your recorded hours, you must initial each completed line of the timesheet on a daily basis.

Step 8 (TOTAL KM) ⑧

Employees will be reimbursed for mileage through Payroll. Transfer the total kilometres from your mileage log and give both the log and the timesheet to your Supervisor for approval.

Step 9 (Authorization) ⑨

Submit your timesheet to your Supervisor ASAP for authorization.

Record Partial Hours by Quarter

15 Min. equals .25 30 Min. equals .50 45 Min. equals .75

Important

Timesheets missing initials and/or authorizations cannot be processed.

To ensure you receive your pay, Payroll **must have** two weeks written notice of changes to your banking data with a voided cheque from your new account.

Statutory Holiday Pay (Not Worked)

Do Not Highlight or Record On Your Timesheet

If you qualify, you will be paid an average day's pay based on the Employment Standards Act of B.C. (See Employee Handbook for more details.)

Statutory Holiday Pay (Worked)

(applicable only to Residential work locations)

Record On Your Timesheet but Do Not Highlight.

You will be paid at **Time** plus **One Half** for hours worked on the statutory holiday and overnights commencing the day before.

Vacation Pay/Paid Vacation

Relief Employees receive 4 % Vacation Pay on every cheque.

All other employees are entitled to a paid vacation based on their years of service and subject to the current amount available in their vacation bank. Vacation Pay is earned at the following rates of gross pay:

One Year	4%
Two to Four Years	6%
Five to Nine Years	8%
Ten to Fourteen	10%
Fifteen to Nineteen	12%
Twenty or More	14%

Employees are advised on a bi-weekly basis of the amount currently in their vacation bank - See "VAC OWE" on pay stub for this amount.

To translate this amount into time see the following example:

VACOWE	Hourly Rate	Overnight Rate
\$1,050.00	\$13.65	\$75.00

Assume you have over one year of service, are entitled to 2 weeks vacation and have authorization to take that time off. Your schedule is 40 hours every 2 weeks plus 6 overnights.

6 Overnights @ \$75.00 is	\$ 450.00
40 Hours @ \$13.65 is	\$ 546.00
For a total of	\$ 996.00

The vacation bank amount is sufficient for the 2 weeks paid vacation. This bank is greater than the 2 weeks pay because you have started to earn towards your next year's vacation.

**See Section 4 of
CLS Employee Handbook**