|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ubclogo_black** | Financial Operations | | |  | | | Pay Group | | | |  | |  | Pay Period End Date | | |  |
|  |  |  | |  |  |  |  |  |  |  |  | | |  |
|  | Payroll Sheet | | | Speedchart & Acct | | | |  | | | | | | |
|  | |  | | |  | | | | | | | | |  | | | |
| Actual Hours Worked | |  | OTHER EARNINGS  (HRS. or $ - not both) | | | |
| 1 | EMPLOYEE ID | (Hrs. in Decimal)  ¼ hour = .25 | |
| 2 | EMPLOYEE NAME | HRLYRATE |  |  | BEGIN DATE | | | END DATE | | | CODE | HRS. | $ | |
| 3 | JOB NAME / GRADE / STEP | REG | O/T | DEPT | JOB CODE | YR | MM | DD | YR | MM | DD |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  | | | | | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  | **Totals:** |  |  |  | | | | | | | | | | **Totals:** |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  | **Reason for Pay:** |  | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grant Holder’s Name:** |  | **Signature:** |  | **Date:** |  |
| **Authorizing Name:** |  | **Signature:** |  | **Date:** |  |
| **Contact Name:** |  | **Contact Phone:** |  | **Contact Email:** |  |
| **Dean/AVP:** |  | **Signature:** |  | **Date:** |  |

**If completing by hand, *please print clearly Note: faxed timesheets from on-Campus and hospital locations are not accepted – no exceptions***