



**Civil Engineering**  
 Faculty of Applied Science  
 Hourly Time Sheet

Name: \_\_\_\_\_ Professor: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

This time sheet must be handed in to the Civil Finance Office by noon on the day of the deadline for the given pay period. Please see the reverse of this sheet for pay period cutoffs, deadlines and pay dates.

Hours may be estimated for days that will be worked within the pay period but after the submission deadline. Any discrepancies can be corrected on the next timesheet.

<b>1<sup>st</sup> PAY PERIOD</b>	
<b>Day</b>	<b>Number of Hours Worked</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

<b>2<sup>nd</sup> PAY PERIOD</b>	
<b>Day</b>	<b>Number of Hours Worked</b>
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	

Total \_\_\_\_\_ hours

Total \_\_\_\_\_ hours

**Supervisor's Name (REQUIRED):** \_\_\_\_\_

**Supervisor's Signature (REQUIRED):** \_\_\_\_\_

Please submit your timesheet to Civil Finance Office one business day before the UBC Payroll cut-off date. Schedule can be found at <http://finance.ubc.ca/payroll/administrative-procedures/hiring/managing-staff/hourly-timesheet-cut-schedule>