

SLAIS Student Hourly Timesheet

Please check URL for the payroll cut-off dates:

<http://finance.ubc.ca/payroll/administrators/hiring/managing-staff/hourly-timesheet-cut-schedule>

Personal Information:

First Name	
Last Name	
E mail address	
Student Number	

The Hours I am submitting pertain to (check one):

- Research
- Administration

For the Month of:

The hours fall within the pay period:

Actual Dates worked: Please list dates and hours worked:

Dates	hours	Dates	hours	Dates	hours	
Total						
Total number of hours worked in pay period:						

Supervisors Name:

If this timesheet is not submitted **three business days prior** to the cut-off date for the pay period I understand that payment may be delayed.

PLEASE EMAIL THIS FORM TO THE OFFICE - at slais.admin@ubc.ca three business days prior to the UBC hourly payroll cut off.