

# My LATE TIMECARD - PAYMENT REQUEST

One timecard required for each pay period. **Pay period end date (yy/mm/dd)**

**Note: In future, your hours worked must be entered at myInfo/For Employees/myTimecard/Time Entry  
 If you have questions regarding entering your time on-line please contact your supervisor or the payroll office.**

<b>Employee Name:</b> _____	<b>Employee/Student Number:</b> _____
<b>Employee Position:</b> _____ <small>Position Number or Job Title</small>	<b>Department:</b> _____
	<b>Rate of pay per hour \$:</b> _____

**General Ledger Account Number ( xx.xx.xxxxxxxx.xxxxx):** \_\_\_\_\_

Do you have any other positions on campus? NO YES

**Position title(s):** \_\_\_\_\_

**REASON WHY EMPLOYEE HOURS WERE NOT SUBMITTED ON-LINE:** \_\_\_\_\_

Note: You may require more than one line per day if you have more than one shift per day.

Enter Statutory holiday hours only if you were at WORK.

Date: YY/MM/DD	Day of Week Sun/Mon/Tues/etc.	<-HOURS Time in: (e.g. 8:30 AM)	WORKED -> Time out: (e.g. 4:30 PM)	Total Hours Worked	Comments:
	<b>TOTAL HOURS:</b>				

**PREPARED BY :** \_\_\_\_\_  
Employee signature

**DEPARTMENT HEAD/SUPERVISOR APPROVAL:** \_\_\_\_\_  
Name

**DEPARTMENT HEAD/SUPERVISOR APPROVAL :** \_\_\_\_\_  
Supervisor signature

**PLEASE SEND ORIGINAL COMPLETED/SIGNED FORM TO PAYROLL SERVICES**  
 A copy can be **SCANNED** to vmichali@lakeheadu.ca - however, payroll still requires the original for audit.