Office of Financial Services - Payroll Services
t: (807) 343-8010 ext. 8721

Date Prepared:

My LATE TIMECARD - PAYMENT REQUEST

Note: Complete and authorized late time sheets should be forwarded to Payroll Services no later than 4:30 pm of Thursday following the end of the pay period to be processed with the next possible pay cycle

Employee Name:	**Employee ID #:**
Position Title:	**Department:**
Position ID (Internal Use Only):	**Hourly Wage $:**

General Ledger Acct # (Internal Use Only): _____

Do you have any other positions on campus? ☐ **NO** ☐ **YES**

Position title(s): _____

REASON WHY EMPLOYEE HOURS WERE NOT SUBMITTED ON-LINE: _____

Note: Include hours for Statutory holidays ONLY IF you worked that day.
STAT pay will be calculated based on eligible hours worked prior to the holiday.

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:
	TOTAL HOURS:			0	

PREPARED BY: _____
Employee signature

DEPARTMENT HEAD/SUPERVISOR APPROVAL: _____
Name

DEPARTMENT HEAD/SUPERVISOR APPROVAL: _____
Supervisor signature

TIMECARDS CAN NOT BE SUBMITTED WITHOUT SUPERVISOR APPROVAL.
Please send original completed/signed form to Payroll Services. Electronic versions can be forwarded to payroll.analyst2@lakeheadu.ca.
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.

rev: 26/11/20