

Date Prepared:

My LATE TIMECARD - PAYMENT REQUEST

One timecard required for each pay period.

Pay period end date (yy/mm/dd)

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/Student Number: _____

 Employee Position: _____ Department: _____
 Position Number or Job Title

Rate of pay per hour \$: _____

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: 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:					

 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.