Office of Financial Services - Payroll Services
t: (807) 343-8721 f: (807) 343-8967

Date Prepared: _____

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.

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: 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:
	TOTAL HOURS:			0.00	

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 payroll.analyst2@lakeheadu.ca - however, payroll still requires the original for audit.