



# TIME SHEET

## DECEMBER 21, 2020 - JANUARY 20, 2021

Employee \_\_\_\_\_ Department \_\_\_\_\_

Please ensure to select type of appointment:  Casual  Student  Student Assistant  Employment Contract  Faculty SPT

S/D\* - Shift Differential      W/P\* - Weekend Premium      O/T\* - Overtime

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Reg Hrs ONLY	O/T* @ 1.0	O/T* @ 1.5	O/T* @ 2	S/D*	W/P*
	Dec. 21	22	23	**24	**25	**26						
							O K					
27	**28	**29	**30	**31	** Jan. 1	2						
							O K					
3	4	**5	6	7	8	9						
							O K					
10	11	12	13	14	15	16						
							O K					
17	18	19	**20									
							O K					

Is this your last pay period?  Yes  No

**In order to be processed for the month end, this form must be submitted to Payroll by the 20th.**

It is imperative that this above information be completed in full. Failure to do so will result in the return of this timesheet and possible delay in payment.

\*\*December 24 -- Christmas Break  
 \*\*December 25 -- Christmas Day  
 \*\*December 26 -- Boxing Day  
 \*\*December 28 -- Recognized for Boxing Day  
 \*\*December 29-31 -- Christmas Break  
 \*\*January 1 -- New Year's Day  
 \*\*January 5 -- Advance Deadline \*\*January  
 20 -- Timesheet Deadline

Reg Hrs	
O/T @ 1.0	
O/T @ 1.5	
O/T @ 2.0	
S/D	
W/P	

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

***The authorizing supervisor's signature indicates that the information contained on this form has been thoroughly reviewed, is accurate, and appropriately complies with the applicable collective agreements and College policies and procedures.***

Lakeland College complies with the **Freedom of Information and Protection of Privacy Act** of Alberta. Information collected on this form is used in the normal course of College operations in accordance with this legislation. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator.