



TIME SHEET

JANUARY 21, 2021 - FEBRUARY 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*
				Jan. 21	22	23						
							OK					
24	25	26	27	28	29	30						
							OK					
31	Feb.1	2	3	4	**5	6						
							OK					
7	8	9	10	11	12	13						
							OK					
14	**15	16	17	18	**19	20						
							OK					

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 19th.

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.

****February 5 -- Advance Deadline**
****February 15 -- Family Day**
****February 19 -- 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.