

HOURLY TIMESHEETS - PAYROLL SCHEDULE

July 3, 2016 - Dec 31, 2016

	** Week 2 - Friday Deadline - timesheets must be received in Payroll by 4:00pm Friday **Week 2 - working Saturday Deadline - timesheets must be received in Payroll by 10:00am Monday Week 1 - Monday Deadline - timesheets must be received in Payroll by 10:00am Monday											Important! Earlier deadlines where STATUTORY HOLIDAYS impact processing time
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week #	Deadline	Pay Period	Pay Day	
July	03	04	05	06	07	08	09	1	Monday, July 11, 2016	1615	7/22/2016	
	10	11	12	13	14	15	16	2**	Friday, July 15, 2016			
	17	18	19	20	21	22	23	1	Monday, July 25, 2016	1616	8/5/2016	
	24	25	26	27	28	29	30	2**	Friday, July 29, 2016 @ 10:00 am			
July/Aug	31	01	02	03	04	05	06	1	Monday, August 8, 2016	1617	8/19/2016	
August	07	08	09	10	11	12	13	2**	Friday, August 12, 2016			
	14	15	16	17	18	19	20	1	Monday, August 22, 2016	1618	9/2/2016	
	21	22	23	24	25	26	27	2**	Friday, August 26, 2016			
Aug/Sept	28	29	30	31	01	02	03	1	Friday, Sept 2, 2016 @ 4:00 pm	1619	9/16/2016	
Sept	04	05	06	07	08	09	10	2**	Friday, September 9, 2016			
	11	12	13	14	15	16	17	1	Monday, September 19, 2016	1620	9/30/2016	
	18	19	20	21	22	23	24	2**	Friday, September 23, 2016			
Sept/Oct	25	26	27	28	29	30	01	1	Monday, October 3, 2016	1621	10/14/2016	
Oct	02	03	04	05	06	07	08	2**	Friday, Oct 7, 2016 @ 10:00 am			
	09	10	11	12	13	14	15	1	Monday, October 17, 2016	1622	10/28/2016	
	16	17	18	19	20	21	22	2**	Friday, October 21, 2016			
	23	24	25	26	27	28	29	1	Monday, October 31, 2016	1623	11/10/2016	
Oct/Nov	30	31	01	02	03	04	05	2**	Friday, Nov 4, 2016 @ 10:00 am			
Nov	06	07	08	09	10	11	12	1	Monday, November 14, 2016	1624	11/25/2016	
	13	14	15	16	17	18	19	2**	Friday, November 18, 2016			
	20	21	22	23	24	25	26	1	Monday, November 28, 2016	1625	12/9/2016	
Nov/Dec	27	28	29	30	01	02	03	2**	Friday, December 2, 2016			
Dec	04	06	07	08	09	10	11	1	Monday, December 12, 2016	1626	12/23/2016	
	11	12	13	14	15	16	17	2**	Friday, December 16, 2016			
	18	19	20	21	22	23	24	1	Friday, Dec 23, 2016 @ 10:00 am	1701	1/6/2017	
Dec/Jan	25	26	27	28	29	30	31	2**	Thurs, Dec 29, 2016 @ 4:00PM			

Please Note: That timesheets received after the deadline cannot be processed on the regular run.

Late timesheets will be processed on the next scheduled payrun. Be sure to submit weekly.

Week 1: Scanned timesheets need to be submitted and received in Payroll by 10:00 am on the Monday deadline.

****Week 2: Time worked from Sunday to Friday, need to be received in Payroll by 4:00PM on the Friday deadline**
Time worked on Saturday, needs to be submitted on a SEPARATE timesheet and received in Payroll by 10:00AM on the Monday deadline.

***Only SCANNED timesheets will be accepted, NO faxes, photocopies, nor originals. Timesheets@vsb.bc.ca**

***PLEASE KEEP ORIGINAL FOR YOUR REFERENCE.**

***Timesheets MUST have the following completed to be processed:**

1. Supervisor's signature
2. A valid Employee ID
3. Hours worked
4. Job code & Pay Code
5. Your Signature

Legend

School Break / ETO 

Statutory Holiday 