|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Access & Diversity****Student Assistant** | *Name (First and Last)* |  | *Student #* |  |
| **Time Sheet** | *Signature* |  | *Phone #* |       |

*Job Description (Tick One)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[ ]**  | **alternate format production asssistant** | **[ ]**  | **reader / narrator** | **[ ]**  | **library / lab assistant** | **[ ]**  | **Worklearn** |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **[ ]**  | **research assistant** | **[ ]**  | **scribe** | **[ ]**  | **tutor / mentor** | **[ ]**  | **mobility assistant** |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| February 2017 |  |  |  |  | 1st Half of Month |  |
| Sun | Mon | Tue | Wed | Thu | Fri | sat | Weekly Total (10 Hrs MAX) |  |
|  |  |  | **1** | **2** | **3** | **4** |  | ***Please provide hours in multiples of 0.25*** |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |  |
| **12** | **13** | **14** | **15****CUT OFF** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | TOTAL |       | *Add up Weekly Totals*  |
| *Client NAME* |  | *Client SIGNATURE* |  | *DATE of SUBMISSION* |  |  |

Payroll Information can be viewed at www.msp.ubc.ca. You will need your Campus Wide Login (CWL) and employee ID to access the website. Direct Deposit is now mandatory for all UBC employees, if you have not yet submitted a direct deposit request form you must do so immediately. If necessary paychecks can be picked up at Financial Services, 5TH floor - TEF 3 Building,6190 Agronomy Road. Cheques may be picked up 8 days after the timesheet due date. Please contact **Dickson Ng** at dickson.ng@ubc.ca if you have any payroll inquiries.

**Please note: All late time sheets have to be manually submitted and thus are not submitted until the end of the following pay period**