Please visit our webpages for policies and procedures.

Detailed Timesheet Instructions:
(Please scroll down for more detailed notes.)

Please DO NOT use your browser back function as it will sign you out.

After you sign in, you will see a blank page with our Logo and the following tabs:

- Time Sheet
- Change Password
- Logout

Click on Time Sheet and the following screen will appear.

Click on View Time Sheet (orange box) and the following will appear:

Please DO NOT use your browser back function as it will sign you out.

Enter your daily worked hours and absence hours. We will review and add to your pay absences that you are eligible for. You will not be able to enter any hours on Statutory days. You can make a note for each day in the section to the right of the screen “Meeting and misc notes” (it is not restricted to these reasons only).
Please DO NOT use your browser back function as it will sign you out.

Example:
When you click on the Back/Select Time Sheet, you will go back to the timesheet screen and make requests.

You will be able to view your vacation and sick balances. You can make a vacation request by clicking on add.

You can also view your request to see if they have been approved or denied.

Please DO NOT use your browser back function as it will sign you out.
NOTES:

- Your e-mails are used only as username and not attached to your actual e-mail accounts.
- When you finish completing your timesheet and you submit it, it comes to us not the department.
- We review and process, then we submit to the department for approval.
- If you know that your supervisor is away or unavailable, please make a note in the notes section who to send it for approval.
- If after submitting your timesheet, you realize you have made a mistake and you need to amend it, you will not be able to. Please e-mail lucy.hovan@ubc.ca the changes and she will update your timesheet and resubmit it for approval.
- If you cannot print your timesheet for your records, please try another browser. If all else fails, please e-mail kasia.burza@ubc.ca and she will e-mail you a copy.
- You will receive an automated e-mail reminder 2 days before a pay period; if you haven’t submitted it yet, you will receive an automated e-mail reminder on the morning of the due date; If you still haven’t submitted it, you will receive a final e-mail reminder the morning after the due date. If we don’t receive your timesheet by then, your pay will be delayed to the next pay period.
- We’d like to also reminder you that all absence requests must be done through the portal. Examples are vacation, sick, med appts.
- Please note that we require one (1) week’s notice for medical appointment requests; One (1) week’s notice for vacation requests less than one (1) week; two(2) weeks’ notice for vacation requests greater than 1 week.
- Finally, remember that pay periods are from the first of a month to the 15th inclusive and from the 16 of a month to the end of the month inclusive.