



# Student Work-Study Timesheet

Name: \_\_\_\_\_

Months/Year: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Position Code: \_\_\_\_\_

**NOTE: Round Time to Nearest Quarter Hour (ie: 00, 15, 30, 45)**

	Day	Time		Time		Total Hours
		In	Out	In	Out	
	Example	8:15 AM	12:15 PM	12:45 PM	4:15 PM	7.50
Month:	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	29					
	30					
	31					
Month:	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
15						
16						
17						
18						
19						
20						
<b>Total Hours</b>						

\*I certify that I am enrolled in the current term and that this is a true statement of hours worked.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Departments *MUST* complete this section before forwarding to the Payroll Office.**

Requisition #: \_\_\_\_\_

# Days Worked: \_\_\_\_\_

Budget Code: \_\_\_\_\_

**PAYROLL OFFICE USE ONLY**

Reg. Hrs. \_\_\_\_\_ @ \$ \_\_\_\_\_

OT Hrs. \_\_\_\_\_ @ \$ \_\_\_\_\_

Audited: \_\_\_\_\_

Paid on: \_\_\_\_\_

## Student Work-Study Timesheet Information

1. Student Work-Study employees shall be limited to working no more than 20 hours per week when school is in session. During holiday breaks students may work up to 40 hours per week depending upon department need.
2. If you work more than 5 hours in any day, California law requires that you take an unpaid 30-minute meal break before the end of your 5<sup>th</sup> hour of work. Please note this break on your timesheet.
3. Timesheets should include all hours worked from the 21<sup>st</sup> of the previous month through the 20<sup>th</sup> of the current month (ie: July 21 – August 20).
4. Send your signed timesheet to your supervisor for signature on the 21<sup>st</sup> of each month. Timesheets submitted late to the Payroll Office may result in having to wait until the next pay period for your paycheck.
5. Paychecks will be available for pick up in the Payroll Office (8:00am – 4:30pm) unless you have requested that your paycheck be mailed.

<b>Time Period</b>	<b>Timesheet Due to Supervisor</b>	<b>Paycheck Available*</b>
July 21 – August 20	August 21 <sup>st</sup>	September 10 <sup>th</sup>
August 21 – September 20	September 21 <sup>st</sup>	October 10 <sup>th</sup>
September 21 – October 20	October 21 <sup>st</sup>	November 10 <sup>th</sup>
October 21 – November 20	November 21 <sup>st</sup>	December 10 <sup>th</sup>
November 21 – December 20	December 21 <sup>st</sup>	January 10 <sup>th</sup>
December 21 – January 20	January 21 <sup>st</sup>	February 10 <sup>th</sup>
January 21 – February 20	February 21 <sup>st</sup>	March 10 <sup>th</sup>
February 21 – March 20	March 21 <sup>st</sup>	April 10 <sup>th</sup>
March 21 – April 20	April 21 <sup>st</sup>	May 10 <sup>th</sup>
April 21 – May 20	May 21 <sup>st</sup>	June 10 <sup>th</sup>
May 21 – June 20**	June 21 <sup>st</sup>	July 10 <sup>th</sup>
June 21 – June 30**	July 1 <sup>st</sup>	July 10 <sup>th</sup>
July 1 – July 20	July 21 <sup>st</sup>	August 10 <sup>th</sup>
<p>* If the 10<sup>th</sup> falls on a weekend or College holiday or College closure on a Friday during summer months, employees will be paid on the preceding business day.</p> <p>**The District's fiscal year ends June 30<sup>th</sup>. All temporary employees till turn in 2 timesheets for the time period June 21 – July 20.</p>		

*Questions - Please contact the Payroll Office at 707-476-4129*