



Temporary Employee Timesheet

Name: _____

Months/Year: _____

Employee ID #: _____

Department: _____

Position: _____

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						
Total Hours						

*I certify 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.

Days worked this period: _____

Requisition #: _____

Budget Code: _____

PAYROLL OFFICE USE ONLY

Reg. Hrs. _____ @ \$ _____

OT Hrs. _____ @ \$ _____

Audited: _____

Paid on: _____

Temporary Timesheet Information

1. 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 5th hour of work. Please note this break on your timesheet.
2. Timesheets should include all hours worked from the 21st of the previous month through the 20th of the current month (ie: July 21 – August 20).
3. Send your signed timesheet to your supervisor for signature on the 21st of each month. Timesheets submitted late to the Payroll Office may result in having to wait until the next pay period for your paycheck.
4. Paychecks will be available for pick up in the Payroll Office (8:00am – 4:30pm) unless you have requested that your paycheck be mailed.

Time Period	Timesheet Due to Supervisor	Paycheck Available*
July 21 – August 20	August 21 st	September 10 th
August 21 – September 20	September 21 st	October 10 th
September 21 – October 20	October 21 st	November 10 th
October 21 – November 20	November 21 st	December 10 th
November 21 – December 20	December 21 st	January 10 th
December 21 – January 20	January 21 st	February 10 th
January 21 – February 20	February 21 st	March 10 th
February 21 – March 20	March 21 st	April 10 th
March 21 – April 20	April 21 st	May 10 th
April 21 – May 20	May 21 st	June 10 th
May 21 – June 20**	June 21 st	July 10 th
June 21 – June 30**	July 1 st	July 10 th
July 1 – July 20	July 21 st	August 10 th
<p>* If the 10th 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 30th. 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