



All hourly employees are required to record daily working hours on this time sheet. Record only hours actually worked through time sheet due date. Do not project hours beyond the current date, except for the December 31<sup>st</sup> and June 30<sup>th</sup> pay period.

1. Type or print information neatly on all applicable blanks.

- Name: Last name first, first name last and Middle Initial
- Social Security or ID #: Fill in as it appears on social security card (or use LCC ID #)
- Position: Title as it appears on contract, i.e., security guard, etc.
- Department: Area of assignment (i.e., Admissions, Nursing, Maintenance, etc.)
- Hourly Rate: Must be exact hourly rate that is on the hourly contract
- Account Number: Correct funding code from where employee will receive their pay
- Month(s): Actual month(s) getting paid for
- Pay Period Ending: Exact pay period ending getting paid for

2. Time sheets must be submitted to the Human Resource Office on or before the following payroll deadlines:

<u>MONTH</u>	<u>PAY PERIOD</u>	<u>PAYROLL DEADLINE</u>	<u>PAY DATE</u>
July 2018	July 1-6, 2018	Friday, July 6, 2018	Friday, July 13, 2018
July 2018	July 7-20, 2018	Friday, July 20, 2018	Friday, July 27, 2018
August 2018	July 21-August 3, 2018	Friday, August 3, 2018	Friday, August 10, 2018
August 2018	August 4-17, 2018	Friday, August 17, 2018	Friday, August 24, 2018
September 2018	August 18-31, 2018	Friday, August 31, 2018	Friday, September 7, 2018
September 2018	September 1-14, 2018	Friday, September 14, 2018	Friday, September 21, 2018
October 2018	September 15-28, 2018	Friday, September 28, 2018	Friday, October 5, 2018
October 2018	September 29-October 12, 2018	Friday, October 12, 2018	Friday, October 19, 2018
November 2018	October 13-26, 2018	Friday, October 26, 2018	Friday, November 2, 2018
November 2018	October 27-November 9, 2018	Friday, November 9, 2018	Friday, November 16, 2018
November 2018	November 10-21, 2018	Wednesday, November 21, 2018	Friday, November 30, 2018
December 2018	November 22-December 7, 2018	Friday, December 7, 2018	Thursday, December 13, 2018
December 2018	December 8-31, 2018 (Project days December 8-31)	Friday, December 7, 2018	Friday, December 14, 2018
January 2019	January 1-4, 2019	Friday, January 4, 2019	Friday, January 11, 2019
January 2019	January 5-18, 2019	Friday, January 18, 2019	Friday, January 25, 2019
February 2019	January 19-Friday 1, 2019	Friday, February 1, 2019	Friday, February 8, 2019
February 2019	February 2-15, 2019	Friday, February 15, 2019	Friday, February 22, 2019
March 2019	February 16-March 1, 2019	Friday, March 1, 2019	Friday, March 8, 2019
March 2019	March 2-13, 2019	Wednesday, March 13, 2019	Friday, March 22, 2019
April 2019	March 14-29, 2019	Friday, March 29, 2019	Friday, April 5, 2019
April 2019	March 30-April 11, 2019	Thursday, April 11, 2019	Thursday, April 18, 2019
May 2019	April 12-26, 2019	Friday, April 26, 2019	Friday, May 3, 2019
May 2019	April 27-May 10, 2019	Friday, May 10, 2019	Friday, May 17, 2019
May 2019	May 11-24, 2019	Friday, May 24, 2019	Friday, May 31, 2019
June 2019	May 25-June 7, 2019	Friday, June 7, 2019	Friday, June 14, 2019
June 2019	June 8-30, 2019 (Project days June 8-30)	Friday, June 21, 2019	Friday, June 28, 2019

**NOTE: \*\* All security employees must project anticipated working days through December 31<sup>st</sup> and the last day of the month in June (30<sup>th</sup>) only.**

**\*\*\*\* Failure to submit time sheet by due date will delay payment until the following pay period. \*\*\*\***

3. Enter date corresponding to the day of the month on the time sheet.
4. Enter each “IN” and “OUT” time as it occurs within each of the categories and calculate total hours to the **quarter hour (i.e., 15 minutes = .25, 30 minutes = .50, and 45 minutes = .75) or full hour(s).**
5. Employees working in two or more departments and/or programs within a pay period must submit a separate time sheet for each department and/or program.
6. All employees are subject to withholding taxes and assessments as provided by law.
7. Both the employee and the Department Director/Supervisor must sign all time sheets. Both must initial any changes, as well.
8. During the assignment period, employee hours may be reduced, or employee may be terminated without cause and without recourse to grievance procedures and/or appeals.