

LUNA COMMUNITY COLLEGE

EMPLOYEE'S TIME SHEET

2016-2017

NAME: _____
 Last First M

SOCIAL SEC or ID #: _____

POSITION: _____

DEPARTMENT: _____

HOURLY RATE: * \$ _____

ACCOUNT NUMBER: _____

MONTH: _____

PAY PERIOD ENDING: * _____

*** Please read instructions carefully on back of form.**

Day	Date	Morning		AFTERNOON		EVENING		TOTAL HOURS
		IN	OUT	IN	OUT	IN	OUT	
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
Grand Total Hours								
Human Resource Office USE ONLY								
HOURLY RATE:								
GROSS WAGE:								

I hereby certify that this is a complete and correct report of hours worked by me for the pay period shown.

EMPLOYEE'S SIGNATURE: _____

VERIFIED BY: _____
Department Director

1. All hourly employees are required to record daily working hours on this time sheet. Record only hours actually worked through time sheet due date.
2. 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: i.e., Instructor, Hourly, 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: Actual month getting paid for
 Pay Period Ending: Exact pay period ending getting paid for

3. Time sheets must be submitted to the Human Resource Office on or before the following due dates:

MONTH	YEAR			MONTH	YEAR		
July	8 th	22 nd	2016	January	6 th	20 th	2017
August	5 th	19 th	2016	February	3 rd	17 th	2017
September	2 nd	16 th	30 th 2016	March	3 rd	17 th	31 st 2017
October	14 th	28 th	2016	April	13 th	28 th	2017
November	11 th	23 rd	2016	May	12 th	26 th	2017
December	7 th	9 th	12 th 2016	June	9 th	23 rd	2017

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

4. Enter date corresponding to the day of the month on the time sheet.
5. Enter each "IN" and "OUT" time as it occurs within each of the categories and calculate total hours to the quarter hour.
6. 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.
7. All employees are subject to withholding taxes and assessments as provided by law.
8. Both the employee and the Department Director must sign all time sheets. Both must initial any changes, as well.
9. 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.