LUNA COMMUNITY COLLEGE
TEMPORARY PART-TIME HOURLY TIME SHEET
2018-2019

NAME: _____   SOCIAL SEC or ID #: _____
        Last   First   M

DEPARTMENT: _____

POSITION: _____

HOURLY RATE: $ _____   ACCOUNT NUMBER: _____

MONTH: _____   PAY PERIOD ENDING: _____

**Department Director/Supervisor shall verify day, date, and total hours worked by employee by initialing and dating on appropriate line

* Please read instructions carefully on back of form.

Day	Date		Morning IN	OUT		AFTERNOON IN	OUT		EVENING IN	OUT		Total Hours	**Initial & Date
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 _____ certify that this is a complete and correct report of hours worked per my contract for the pay period shown.

EMPLOYEE'S
SIGNATURE: _____   VERIFIED BY: _____

        Department Director/Supervisor

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 31st and June 30th pay period.

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

Name:	Last name, first name, 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:**

MONTH	PAY PERIOD	PAYROLL DEADLINE	PAY DATE
July 2018	July 2-6, 2018	Friday, July 6, 2018	Friday, July 13, 2018
July 2018	July 9-20, 2018	Friday, July 20, 2018	Friday, July 27, 2018
August 2018	July 23-August 3, 2018	Friday, August 3, 2018	Friday, August 10, 2018
August 2018	August 6-17, 2018	Friday, August 17, 2018	Friday, August 24, 2018
September 2018	August 20-31, 2018	Friday, August 31, 2018	Friday, September 7, 2018
September 2018	September 4-14, 2018	Friday, September 14, 2018	Friday, September 21, 2018
October 2018	September 17-28, 2018	Friday, September 28, 2018	Friday, October 5, 2018
October 2018	October 1-12, 2018	Friday, October 12, 2018	Friday, October 19, 2018
November 2018	October 15-26, 2018	Friday, October 26, 2018	Friday, November 2, 2018
November 2018	October 29-November 9, 2018	Friday, November 9, 2018	Friday, November 16, 2018
November 2018	November 12-21, 2018	Wednesday, November 21, 2018	Friday, November 30, 2018
December 2018	November 26-December 7, 2018	Friday, December 7, 2018	Thursday, December 13, 2018
December 2018	December 10-14, 2018 (Project days December 10-14)	Friday, December 7, 2018	Friday, December 14, 2018
January 2019	January 3-4, 2019	Friday, January 4, 2019	Friday, January 11, 2019
January 2019	January 7-18, 2019	Friday, January 18, 2019	Friday, January 25, 2019
February 2019	January 22-Friday 1, 2019	Friday, February 1, 2019	Friday, February 8, 2019
February 2019	February 4-15, 2019	Friday, February 15, 2019	Friday, February 22, 2019
March 2019	February 18-March 1, 2019	Friday, March 1, 2019	Friday, March 8, 2019
March 2019	March 4-13, 2019	Wednesday, March 13, 2019	Friday, March 22, 2019
April 2019	March 18-29, 2019	Friday, March 29, 2019	Friday, April 5, 2019
April 2019	April 1-11, 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 29-May 10, 2019	Friday, May 10, 2019	Friday, May 17, 2019
May 2019	May 13-24, 2019	Friday, May 24, 2019	Friday, May 31, 2019
June 2019	May 28-June 7, 2019	Friday, June 7, 2019	Friday, June 14, 2019
June 2019	June 10-28, 2019 (Project days June 10-28)	Friday, June 21, 2019	Friday, June 28, 2019

NOTE: All employees must project anticipated working days through December 14th and the last day of the month in June (28th) 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.