

LUNA COMMUNITY COLLEGE
TEMPORARY PART-TIME HOURLY SECURITY TIME SHEET
2020-2021

NAME: _____
Last First M

SOCIAL SEC or ID #: _____

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		AFTERNOON		EVENING		Total Hours	**Initial & Date
		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									
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
						Grand Total Hours			
I _____ certify that this is a complete and correct report of hours worked per my contract for the pay period shown.						Human Resource Office USE ONLY			
						HOURLY RATE:			
						GROSS WAGE:			

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, first name last and Middle Initial
 Social Security or: Fill in as it appears on social security card (or use LCC I#)
 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

<u>Pay Periods:</u>	<u>Payroll Deadlines</u>	<u>Pay Dates:</u>
July 1-3, 2020	7/2/2020	7/10/2020
July 4-17, 2020	7/17/2020	7/24/2020
July 18- July 31, 2020	7/31/2020	8/7/2020
August 1-14, 2020	8/14/2020	8/21/2020
August 15-28, 2020	8/28/2020	9/4/2020
August 29 - Sept 11, 2020	9/11/2020	9/18/2020
September 12-25, 2020	9/25/2020	10/2/2020
September 26 - October 9, 2020	10/9/2020	10/16/2020
October 10-23, 2020	10/23/2020	10/30/2020
October 24 - November 6, 2020	11/6/2020	11/13/2020
November 7-20, 2020	11/20/2020	11/25/2020
November 21 - December 4, 2020	12/4/2020	12/11/2020
December 5-18, 2020	12/11/2020	12/18/2020
December 19, 2020 - Jan 1. 2021	1/8/2021	1/8/2021
January 2-15, 2021	1/15/2021	1/22/2021
January 16-29, 2021	1/29/2021	2/5/2021
Jan 30 - Feb 12, 2021	2/12/2021	2/19/2021
February 13-26, 2021	2/26/2021	3/5/2021
Feb 27- March 12, 2021	3/10/2021	3/19/2021
March 13-26, 2021	3/26/2021	4/2/2021
March 27 - April 9 2021	4/9/2021	4/16/2021
April 10-23, 2021	4/23/2021	4/30/2021
April 24- May7, 2021	5/7/2021	5/14/2021
May 8-21, 2021	5/21/2021	5/28/2021
May 22- June 4, 2021	6/4/2021	6/11/2021
June 5-30, 2021	6/18/2021	6/25/2021

2. **Time sheets must be submitted to the Payroll Department on or before the following payroll deadlines:**

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

- Enter date corresponding to the day of the month on the time sheet.
- 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).**
- 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.
- All employees are subject to withholding taxes and assessments as provided by law.
- Both the employee and the Department Director/Supervisor must sign all time sheets. Both must initial any changes, as well.
- 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.