LUNA COMMUNITY COLLEGE
TEMPORARY PART-TIME HOURLY SECURITY TIME SHEET
2019-2020

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, 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:**

MONTH	PAY PERIOD	PAYROLL DEADLINE	PAY DATE
July 2019	**July 1-5, 2019**	**Wednesday, July 3, 2019**	**Friday, July 12, 2019**
July 2019	**July 6-19, 2019**	**Friday, July 19, 2019**	**Friday, July 26, 2019**
August 2019	**July 20-August 2, 2019**	**Friday, August 2, 2019**	**Friday, August 9, 2019**
August 2019	**August 3-16, 2019**	**Friday, August 16, 2019**	**Friday, August 23, 2019**
September 2019	**August 17-30, 2019**	**Friday, August 30, 2019**	**Friday, September 6, 2019**
September 2019	**August 31-September 13, 2019**	**Friday, September 13, 2019**	**Friday, September 20, 2019**
October 2019	**September 14-27, 2019**	**Friday, September 27, 2019**	**Friday, October 4, 2019**
October 2019	**September 28-October 11, 2019**	**Friday, October 11, 2019**	**Friday, October 18, 2019**
November 2019	**October 12-25, 2019**	**Friday, October 25, 2019**	**Friday, November 1, 2019**
November 2019	**October 26-November 8, 2019**	**Friday, November 8, 2019**	**Friday, November 15, 2019**
November 2019	**November 9-22, 2019**	**Wednesday, November 20, 2019**	**Wednesday, November 27, 2019**
December 2019	**November 23-December 6, 2019**	**Thursday, December 5, 2019**	**Thursday, December 12, 2019**
December 2019	**December 7-31, 2019 (Project days December 7-31)**	**Friday, December 6, 2019**	**Friday, December 13, 2019**
January 2020	**January 1-3, 2020**	**Friday, December 13, 2019**	**Friday, January 10, 2020**
January 2020	**January 4-17, 2020**	**Friday, January 17, 2020**	**Friday, January 24, 2020**
February 2020	**January 18-31, 2020**	**Friday, January 31, 2020**	**Friday, February 7, 2020**
February 2020	**February 1-14, 2020**	**Friday, February 14, 2020**	**Friday, February 21, 2020**
March 2020	**February 15-28, 2020**	**Friday, February 28, 2020**	**Friday, March 6, 2020**
March 2020	**February 29-March 13, 2020**	**Wednesday, March 11, 2020**	**Friday, March 20, 2020**
April 2020	**March 14-27, 2020**	**Friday, March 27, 2020**	**Friday, April 3, 2020**
April 2020	**March 28-April 10, 2020**	**Wednesday, April 8, 2020**	**Friday, April 17, 2020**
May 2020	**April 11-24, 2020**	**Friday, April 24, 2020**	**Friday, May 1, 2020**
May 2020	**April 25-May 8, 2020**	**Friday, May 8, 2020**	**Friday, May 15, 2020**
May 2020	**May 9-22, 2020**	**Friday, May 22, 2020**	**Friday, May 29, 2020**
June 2020	**May 23-June 5, 2020**	**Friday, June 5, 2020**	**Friday, June 12, 2020**
June 2020	**June 6-30, 2020 (Project days June 6-30)**	**Friday, June 19, 2020**	**Friday, June 26, 2020**

NOTE: ** All security employees must project anticipated working days through July 5th, November 22nd, December 6th, December 31st, January 3rd, March 13th, April 10th, and the last day of the month in June (30th) 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.