

LUNA COMMUNITY COLLEGE

TEMPORARY PART-TIME HOURLY 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		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									

	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:

<u>MONTH</u>	<u>PAY PERIOD</u>	<u>PAYROLL DEADLINE</u>	<u>PAY DATE</u>
July 2019	July 1-3, 2019	Wednesday, July 3, 2019	Friday, July 12, 2019
July 2019	July 8-19, 2019	Friday, July 19, 2019	Friday, July 26, 2019
August 2019	July 22-August 2, 2019	Friday, August 2, 2019	Friday, August 9, 2019
August 2019	August 5-16, 2019	Friday, August 16, 2019	Friday, August 23, 2019
September 2019	August 19-30, 2019	Friday, August 30, 2019	Friday, September 6, 2019
September 2019	September 3-13, 2019	Friday, September 13, 2019	Friday, September 20, 2019
October 2019	September 16-27, 2019	Friday, September 27, 2019	Friday, October 4, 2019
October 2019	September 30-October 11, 2019	Friday, October 11, 2019	Friday, October 18, 2019
November 2019	October 14-25, 2019	Friday, October 25, 2019	Friday, November 1, 2019
November 2019	October 28-November 8, 2019	Friday, November 8, 2018	Friday, November 15, 2019
November 2019	November 11-20, 2019	Wednesday, November 20, 2019	Wednesday, November 27, 2019
December 2019	November 21-December 5, 2019	Thursday, December 5, 2019	Thursday, December 12, 2019
December 2019	December 6-13, 2019 (Project days December 6-13)	Friday, December 6, 2019	Friday, December 13, 2019
January 2020		Friday, December 13, 2019	Friday, January 10, 2020
January 2020	January 6-17, 2020	Friday, January 17, 2020	Friday, January 24, 2020
February 2020	January 21-31, 2020	Friday, January 31, 2020	Friday, February 7, 2020
February 2020	February 3-14, 2020	Friday, February 14, 2020	Friday, February 21, 2020
March 2020	February 17-28, 2020	Friday, February 28, 2020	Friday, March 6, 2020
March 2020	March 2-11, 2020	Wednesday, March 11, 2020	Friday, March 20, 2020
April 2020	March 16-27, 2020	Friday, March 27, 2020	Friday, April 3, 2020
April 2020	March 30-April 8, 2020	Wednesday, April 8, 2020	Friday, April 17, 2020
May 2020	April 9-24, 2020	Friday, April 24, 2020	Friday, May 1, 2020
May 2020	April 27-May 8, 2020	Friday, May 8, 2020	Friday, May 15, 2020
May 2020	May 11-22, 2020	Friday, May 22, 2020	Friday, May 29, 2020
June 2020	May 26-June 5, 2020	Friday, June 5, 2020	Friday, June 12, 2020
June 2020	June 8-30, 2020 (Project days June 8-30)	Friday, June 19, 2020	Friday, June 26, 2020

NOTE: All employees must project anticipated working days through December 13th 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.