



LAKE TAHOE COMMUNITY COLLEGE SHORT-TERM TEMPORARY EMPLOYEE TIMESHEET

PERIOD ENDING _____ **25, 20** _____

LEGAL NAME: _____ EID: _____

DEPARTMENT DATE STAMP

SUPERVISOR: _____ WORKSTATION/ POSITION: _____

INSTRUCTIONS:

- Pay period runs from the 26th of prior month to 25th of current month.
- Submit paperwork to supervisor no later than the 26th of each month.
- Timesheets to be completed in ink (NOT PENCIL); further instructions on back.
- TOTALS FOR EACH CALENDAR WEEK MUST NOT EXCEED HOURS ON CONTRACT.



PLEASE RECORD PORTIONS OF AN HOUR AS FOLLOWS:
15 min = .25 30 min = .50 45 min = .75

DATE WORKED	START TIME	START OF BREAK	END OF BREAK	END TIME	TOTAL TIME	SICK LEAVE
26						
27						
28						
29*						
30*						
31*						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

DATE WORKED	START TIME	START OF BREAK	END OF BREAK	END TIME	TOTAL TIME	SICK LEAVE
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
Totals				Days	Hr	SL

I certify that I have read and understand the instructions on the back of this form and that the above record represents a true and accurate report of my work time for the pay period stated above.

***Disregard if these dates do not apply to the month being reported.**

Employee Initial: _____ Payroll Packet Complete _____ Contract on File in HR _____

Employee's Signature

Date

Reviewed by:

Print Name

Date

Initial

APPROVED: I hereby certify that this record is true and accurate to the best of my knowledge.

Supervisor's Signature

Date

BUDGET CODE: _____ % _____

BUDGET CODE: _____ % _____

PAYROLL OFFICE DATE STAMP

FOR PAYROLL OFFICE USE ONLY

_____ X _____ = \$ _____ **QSS**

Rate/Ret Base Total Worked Hours Ex-Gross/Total Pay

SL entered Accrual SL entered Dock calculation _____

INSTRUCTIONS

- ✓ Payment cannot be made until all payroll forms (Employee Data Card, DHS with supporting documents, TB test results, loyalty oath, W-4 form, etc.) have been received and processed with Human Resources and are on file in the Business Office. If in doubt, contact Human Resources or the Business Office for assistance.

- ✓ Timesheet must be turned into their supervisor no later than **the 26th of the month.** It is the employee's responsibility to make sure the timesheet is complete (including employee ID#, and name as appearing in the social security card) and returned to supervisor by the deadline. The supervisor should include the budget code(s) on the timesheet. **LATE AND/OR INCOMPLETE TIMESHEETS MAY RESULT IN A ONE MONTH DELAY IN RECEIVING PAYMENT.**

- ✓ California Labor Code section 512 states, “an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee....” In order to remain compliant with this law, a space is provided for you to indicate when your breaks have been taken for each work period. If your work period is no longer than six hours in a day and you wish to waive your break, you and your supervisor must sign a meal break waiver. Failure to document breaks will result in a dock of thirty minutes to each schedule that exceeds **five** consecutive hours.

- ✓ Start, break, and end times begin at the nearest quarter hour. For example, if a shift begins at 1:55, the start time should be 2:00. If a shift ends at 3:22; the end time would be 3:15.

- ✓ **EMPLOYEES ARE NOT AUTHORIZED TO WORK OVERTIME UNDER ANY COMBINATION OF CONTRACTS, UNLESS PRE-APPROVED IN WRITING BY THEIR SUPERVISOR.** Timesheets indicating overtime will be returned to their department supervisors and may result in a delay in pay. Overtime should be reported separately on an overtime timesheet.

- ✓ Sick Leave is accrued at the rate of 1 hour per 30 hours worked. Leave accrual begins on the first day of employment, or July 1, 2015 whichever is later. Employees may accrue a maximum of 48 hours, or 6 days (whichever is greater) and use 24 hours, or 3 days (whichever is greater), of accrued sick leave per year. Employees reporting sick leave will only be paid for the amount they have accrued.

- ✓ Timesheets are required to be filled out in ink not pencil.

- ✓ Payday is usually on the 10th of the month following the period worked. If the 10th falls on a weekend or holiday in most cases, payday will be the preceding business day. A pay day calendar is available in the Business Office. Checks may be picked up in the Business Office; un-issued checks are mailed two working days after payday.