



LAKE TAHOE COMMUNITY COLLEGE
SUBSTITUTE/PROCTOR TIMESHEET

PERIOD ENDING _____ 25, 20____

NAME: _____ EID: _____

INSTRUCTIONS:

- Pay period runs from 26th of prior month to 25th of current month.
- Submit paperwork to supervisor no later than the 26th of each month.
- This timesheet must be completed, signed, and submitted to the Instruction Office.

INSTRUCTION OFFICE DATE STAMP

INSTRUCTION OFFICE USE
ONLY

DATE	CLASS	COURSE INSTRUCTOR	TOTAL TIME	LECTURE	LAB/ PROCTOR
TOTALS					

I certify that the above record represents a true and accurate report of my work time for the pay period stated above.

Employee's Signature

Date

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

Supervisor's Signature

Date

BUDGET CODE: 11-1399-4901-1000-000

PAYROLL OFFICE DATE STAMP

FOR PAYROLL OFFICE USE ONLY

_____ X _____ = \$ _____	QSS <input type="checkbox"/>
Lecture Rate Total Units (Hours) Lecture Payment	
_____ X _____ = \$ _____	QSS <input type="checkbox"/>
Lab/Proctor Rate Total Units (Hours) Lab Payment	
Total Substitute Payment = \$ _____	