

GROSSMONT COLLEGE
ACADEMIC HOURLY TIME SHEET

COMPLETE ALL ITEMS USING **BLACK INK**

THIS TIMESHEET MUST BE RETURNED TO THE PAY-ROLL OFFICE BEFORE 5:00 PM ON THE 10TH OF EACH MONTH.

Name _____

Reason _____

<u>For Use By Payroll Office Only</u>
Position No. _____
Payroll Cycle _____

Pay Period _____ to _____

County ID # (CID) _____

Account No. _____

Date	Day	Number of Hours
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		

Date	Day	Number of Hours
28		
29		
30		
31		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Hours		
Total Amount Due		

Manager's Note: Employees hired under nonclassroom classification can only work a maximum of 694 hours per fiscal year. If employees have other assignments (i.e., adjunct faculty), combined assignments cannot exceed 60%. Contact Personnel or Payroll for assistance in calculating load.

AUTHORIZED RATE \$ _____

_____	-	_____	=	_____
Beg. Hr.		Hr. Worked		Avail. Hrs.

 Signature of Employee

 Print Manager's Name / Signature of Manager