

**RED ROCKS COMMUNITY COLLEGE**  
**HOURLY, BIWEEKLY EMPLOYEE TIMESHEET**

**REQUIRED – Please check appropriate reason for paper vs electronic timesheet:**  
 Electronic timesheet not available to employee  
 Electronic timesheet not in supervisor list  
 Exception granted (SACC only multiple org codes)  
 Missed deadline for entry  
 Other \_\_\_\_\_

**PLEASE PRINT CLEARLY**

**NAME:** \_\_\_\_\_  
(LAST) (FIRST) (INITIAL)

**S - NUMBER:** \_\_\_\_\_

**DEPARTMENT EMPLOYED BY:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **BANNER ORG CODE:** \_\_\_\_\_

**TOTAL HOURS WORKED PER DAY (Round off to the nearest quarter hour in decimal format \*)**

|                           | Sat | Sun | Mon | Tues | Wed | Thurs | Fri | TOTALS |     |                      |
|---------------------------|-----|-----|-----|------|-----|-------|-----|--------|-----|----------------------|
| 1ST WEEK DATES →          |     |     |     |      |     |       |     | REG    | O/T |                      |
| <b>WEEK ENDING</b><br>/ / |     |     |     |      |     |       |     |        |     | 1ST WEEK<br>TOTALS   |
| <b>WEEK ENDING</b><br>/ / |     |     |     |      |     |       |     |        |     | 2ND WEEK<br>TOTALS   |
| <b>2ND WEEK DATES →</b>   |     |     |     |      |     |       |     |        |     | PAY PERIOD<br>TOTALS |
|                           | Sat | Sun | Mon | Tues | Wed | Thurs | Fri |        |     |                      |

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
REG HOURS RATE GROSS PAY

I hereby certify that the hours reported above are an accurate account of my work hours.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ EXTENSION \_\_\_\_\_

I hereby certify the hours reported above are an accurate account of the hours worked by this employee in my department.

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ EXTENSION \_\_\_\_\_

NOTE: All paper timesheets must be turned in by the supervisor

Any person who knowingly makes a false statement or a misrepresentation on this form shall be subject to disciplinary action and also may be subject to a fine of not more than \$10,000 or imprisonment for not more than five (5) years, or both, under provision of the United States Criminal Code.

**SUPERVISOR NOTE: PLEASE RETAIN A COPY OF THIS TIMESHEET FOR YOUR FILES.**

**FOR ACCOUNTING USE ONLY**

\* CONVERT MINUTES TO DECIMALS

15 MIN. = .25  
30 MIN. = .50  
45 MIN. = .75

\_\_\_\_\_  
Audited by EARNINGS CODE