

Paper timesheets are to be used only as a last resort if portal is unavailable.

RED ROCKS COMMUNITY COLLEGE

TIMESHEET FOR HOURLY, BIWEEKLY EMPLOYEES
Please print clearly ALL FIELDS ARE REQUIRED

Required - Why wasn't an electronic timesheet completed?

Electronic timesheet was not available to employee

Electronic timesheet was not available to supervisor

Exception granted. Authority: _____

Missed entry deadline (set a reminder for yourself)

Other: _____

Full Name _____ S-Number _____

Department _____ Org Code _____

Position Title _____ Position Number _____

		Saturday	Sunday	Monday	Tuesday	Wed	Thursday	Friday		
WEEK ENDING		Dates →								
____/____/____	Week 1 Time in/out								← Week 1 Total Hours	
	Hours									
WEEK ENDING		Dates →								
____/____/____	Week 2 Time in/out								← Week 2 Total Hours	
	Hours									
		Saturday	Sunday	Monday	Tuesday	Wed	Thursday	Friday		

Total Hours Worked: _____ **X Pay Rate at the time work was completed:** \$ _____ **= Gross Expected Pay:** \$ _____

I (Employee) Hereby certify that the hours reported above are an accurate account of my work hours. I (Supervisor) have reviewed and verified these hours.

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

*Signatures must be in ink, digital signatures will not be accepted.

Supervisor S-number _____

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 of not more than five (5) years, or both, under provisions of the United States Criminal Code. Supervisors: Retain a copy of this timesheet for your records.

05.14.19 Audited by _____ Earnings Code _____ Payroll _____

Form_PR_BW_SH-VH_051419