

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		
Dates →										
WEEK ENDING ____/____/____	Week 1 Time in/out								← Week 1 Total Hours	
	Hours									
Dates →										
WEEK ENDING ____/____/____	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.

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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.