

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.

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.