

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

RED ROCKS COMMUNITY COLLEGE

- 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: _____

TIMESHEET FOR HOURLY, BIWEEKLY EMPLOYEES
Please print clearly - All fields are required

Full Name _____ S-Number _____

Department _____ Org Code _____

Position Title _____ Position Number _____

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

Supervisor S#

Date

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.