RED ROCKS COMMUNITY COLLEGE

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							

HOURLY, BIWEEKLY EMPLOYEE TIMESHEET Missed de									n granted (SACC only multiple org codes deadline for entry		
				DI E	ACE DD	NT CLEA		Other			
					ASE PR	INT CLEA	XL I				
NAME:											
(LAST) (FIRST)										(INITIAL)	
- NUMBER:											
EPARTMENT EMP	LOYED	BY:									
POSITION:	BANNER ORG CODE:										
OTAL HOURS V	VORKE	D PER	DAY (Round	off to	the nea	rest <u>q</u> ı	uarter hour	in decima	l format *)	
Sat Sun Mon Tues Wed Thurs Fri TOTALS								'AI S			
1ST WEEK DATES →	Jul			1 400				REG	0/T		
WEEK ENDING								_		1ST WEEK	
1 1										TOTALO	
										TOTALS	
WEEK ENDING										2ND WEEK	
1 1										TOTALS	
2ND WEEK DATES →										PAY PERIOD	
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri			TOTALS	
										•	
X = = =								GROSS PAY			
I he	ereby cei	rtify that	the hou	ırs repor	ted abov	/e are an	accurat	e account of r	ny work hou	rs.	
EMPLOYEE'S SIGNATURE DATE									EXTENSION		
I hereby certify th	e hours i	reported	above ar	e an accu	urate acc	ount of th	e hours	worked by this	s employee in	n my department.	
SUPERVISOR'S SIGNA	TURE					DATE				EXTENSION	
NOTE: All paper t	timesheet	s must be	turned in	by the sup	ervisor						
Any person who knowingl of not more th	an \$10,00	0 or imprise	onment for	not more t	than five (5	i) years, or b	ooth, unde	ject to disciplinary or provision of the HEET FOR YOUR	United States C		
				FOR AC	COUNT	TING US	E ONL	1	* CONVERT ****	MUTES TO DESIMALS	
								* CONVERT MINUTES TO DECIMALS 15 MIN. = .25 30 MIN. = .50			
Audited by		EAF	RNINGS	ODE					4	15 MIN. = .75	