



Part-Time Faculty Additional Pay Time Report

Timesheet covers from the 11th of the month to the 10th of the following month

Months: \_\_\_\_\_ AY Year: \_\_\_\_\_

Employee Name \_\_\_\_\_

Assignment Title \_\_\_\_\_

Employee CWID \_\_\_\_\_ Hourly Pay Rate \$ \_\_\_\_\_

Table with 11 columns (Month, 11-20) and 5 rows (IN, OUT, IN, OUT, Total Hrs)

Table with 12 columns (Month, 21-31) and 5 rows (IN, OUT, IN, OUT, Total Hrs)

Table with 11 columns (Month, 1-10) and 5 rows (IN, OUT, IN, OUT, Total Hrs)

Total Hours [Empty Box]

I hereby certify that this time report correctly reflects all time worked by me for the pay period indicated

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that the work shown on this time card was performed in a satisfactory manner and that hours shown are correct and accurate

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forward signed form to Campus Personnel Office (Administration Building Room 137) by 13th calendar day of the month to be included in the month-end pay cycle. Late submissions will be processed in the following pay cycle.

For Payroll Use Only

Table with 4 columns: Position, Entered By, Date, AdditionalPay\_Timesheet\_2014