

Chabot-Las Positas Community College District
CLASSIFIED HOURLY EMPLOYEE TIME SHEET

PLEASE PRINT ALL INFORMATION

- Chabot
- Las Positas
- DISTRICT:
- Hayward
- Livermore
- Dublin

FOR PERIOD _____ /16 to _____ /15/ _____
Month Month Year

NAME _____
Last First Middle

DIVISION AREA _____

W/SSN _____

ACCT.: _____
Fund Org Account Program

DATE	DAY OF WEEK	# OF HOURS WORKED	IF ABSENT, GIVE REASON
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

DATE	DAY OF WEEK	# OF HOURS WORKED	IF ABSENT, GIVE REASON
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
TOTAL HOURS			

STRAIGHT TIME OVERTIME:

DESCRIPTION:

For Payroll Office Use Only		Code
REGULAR HOURS		
OVERTIME @ 1.5X		
OVERTIME @ 2X		

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____