

Please Check the One that Applies:

Student Hourly  
 Work-Study  
 Hourly

## Bi-Weekly Timesheet

Pay Period: \_\_\_\_\_ to \_\_\_\_\_

Pay Rate: \_\_\_\_\_

<b>Employee Name:</b> _____		
First	M.I.	Last
<b>S#:</b> S _____	<b>Org ID:</b> _____	
<b>Department:</b> _____	<b>Supervisor:</b> _____	
<b>Work Phone:</b> _____		

**\*Round hours to the nearest quarter hour and in decimal form. Example: One hour and 15 minutes = 1.25 hours, 1 ½ hours = 1.50, and 1 ¾ hours equals 1.75. When rounding the break point is 7 minutes so one hour and 7 minutes or less should be recorded 1.0 hour and one hour and 8 minutes or more should be recorded 1.25 hours.**

Day	Date	In	Out	In	Out	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

**Total Weekly** \_\_\_\_\_

Day	Date	In	Out	In	Out	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

**Total Weekly** \_\_\_\_\_

**Total Hours for the Pay Period** \_\_\_\_\_

List additional employment at CCD: \_\_\_\_\_

*I herby certify that I have worked the hours indicated and that this time sheet is correct.*

**Employee:** \_\_\_\_\_  

Print Name
Signature
Date

*I herby certify that the above named employee worked the hours reported.*

**Supervisor:** \_\_\_\_\_  

Print Name
Signature
Date

<b>Internal Use Only</b>	<b>Audited By:</b> _____
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