

Please Check the One that Applies:
 Student Hourly
 Work-Study
 Hourly

Bi-Weekly Timesheet

Pay Period: _____ to _____

Pay Rate: _____

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

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

Employee: _____

Print Name
Signature
Date

I hereby certify that the above named employee worked the hours reported.

Supervisor: _____

Print Name
Signature
Date

Internal Use Only	Audited By: _____
--------------------------	--------------------------