

SAMPLE HOURLY TIMESHEET

New timesheet requirements

- For use beginning in January 2004
- Must be submitted according to Payroll schedule
- Processing requires complete and accurate information


Org codes + position codes/suffixes for each employee will be available through a spreadsheet sent to each department. Position codes/suffixes are also on pay stubs.

Org codes + position codes are specific to a department.

Suffixes are specific to a student. If a student has only one job in a department, the suffix will be 00.

Look at the Payroll Calendar on back of each timesheet to determine the correct day of the week that the pay period begins and ends.

HOURLY EMPLOYEE TIMESHEET
(Students, Part-Time, Temporary & On-Call Employees)

 **1 8 7 4**

Timesheets must be signed by employee and supervisor and all information must be completed before pay will be processed. PRINT LEGIBLY. Please see reverse side for payroll periods and submission deadlines. SUPERVISORS MUST SUBMIT TIMESHEETS TO PAYROLL.

Employee ID is the CC ID for students. Other hourly employees can find their new Employee ID on their pay stub.

NAME (Print legibly) _____ Model_M _____ 009576
(Last) (First) **EMPLOYEE ID (See paystub)**

Business Office / Supervisor _____ 110001 _____ 132001
DEPARTMENT/SUPERVISOR FUND ORG CODE

050005-01 _____ Student Assistant
POSITION CODE-SUFFIX (XXXXXX-00) JOB TITLE

**Report fractions of hours in tenths of hours (i.e., 2 hrs + 45 min = 2.7 hrs)

0.5 min = 0	15-21 min = 3	34-38 min = 6	52-57 min = 9
4.0 min = 1	22-27 min = 4	45-48 min = 7	58-59 min = 1.0
10-15 min = 2	29-33 min = 5	49-51 min = 8	

PAY PERIOD BEGIN: 1 / 1 / 04
PAY PERIOD END: 1 / 15 / 04

DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN								
MON								
TUE								
WED								
THU	1	1:00 PM	3:00 PM	20				20
FRI	2	1:00 PM	3:00 PM	10	1:00 PM	4:00 PM	11	21
SAT	3							
				WEEK ONE TOTAL HRS				
				47				
DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN	4							
MON	5	1:00 PM	3:00 PM	20				20
TUE	6							
WED	7	1:00 PM	3:00 PM	20				20
THU	8							
FRI	9	1:00 PM	2:00 PM	10	1:00 PM	4:00 PM	11	21
SAT	10							
				WEEK TWO TOTAL HRS				
				71				
DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN	11							
MON	12	1:00 PM	3:00 PM	20				20
TUE	13							
WED	14	1:00 PM	2:00 PM	11				11
THU	15							
FRI								
SAT								
				WEEK THREE TOTAL HRS				
				31				
				TOTAL PAY PERIOD HRS				
				149				

Employee ID is the CC ID for students. Other hourly employees can find their new Employee ID on their pay stub.

If this wage is funded by the department's normal operating budget (unrestricted college funding), please see Unrestricted Fund Codes listed below. If this wage is funded from another source (such as endowments, grants, or gifts), please see complete Fund Code List sent to each department and available from the Business Office.

You can find these dates on the Pay Calendar on the back of the timesheet.

Report hours worked in fractions of hours. (See chart on timesheet.)

Timesheet must be signed + dated by employee + supervisor. Supervisor is responsible for ensuring that all information is complete and legible.

Unrestricted Fund Codes (Currently 0-xxxx-xxxx-0 and 1-xxxx-xxxx-0)			
Funding Source	Fund Code	Funding Source	Fund Code
Unrestricted Salaries and Wages	110001	Ice Rink Operations	340001
Housing	310000	Youth Hockey Camp	340011
Summer Conferences	320000	Bookstore	360000
Dining Services	330000	Children's Center	390000