

**MT. SAN ANTONIO COLLEGE
SHORT TERM TEMPORARY EMPLOYMENT
TIME SHEET**

FOR PAYROLL USE: <input type="checkbox"/> Hourly <input type="checkbox"/> Student <input type="checkbox"/> Prof. Expert

Name: _____ Pay Period _____, Year _____
(Please Print)

Social Security _____ Job Title: _____

See reverse side for instructions on filling out and submitting hourly time sheets

Month	Day	Description	Hours	Month	Day	Description	Hours
	16				1		
	17				2		
	18				3		
	19				4		
	20				5		
	21				6		
	22				7		
	23				8		
	24				9		
	25				10		
	26				11		
	27				12		
	28				13		
	29				14		
	30				15		
	31						

Form No. B-4 1/2003

My signature certifies that: (check one)

- I am a student at MTSAC carrying 12 or more units
- I am a student at MTSAC carrying 6 to 11 units
- I am a student at MTSAC carrying less than 6 units
- I am not a student at MTSAC

Employee Signature

Approved: Supervisor

Approved: Manager

REGULAR HOURS TO BE PAID _____

Overtime Hours To Be Paid _____

SALARY RATE \$ _____

REG.HRS. AMOUNT \$ _____

O.T. HRS. AMOUNT \$ _____

(O.T.HRS. X SALARY RATE X 1.5)

TOTAL AMOUNT TO BE PAID \$ _____

Account _____

DAYS WORKED _____