

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

Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_ Year: \_\_\_\_\_  
(Please Print)

Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

**Effective July 1, 2015: When using Paid Sick Leave, enter the number of hours in the "Sick Hours" column.**

**Effective November 2016: When using AP 7352 Jury Duty Leave, enter the number of hours in the "Jury Hours" column.**

Day	Description	Regular Hours	Sick Hours	Jury Hours	O.T. Hours	Day	Description	Regular Hours	Sick Hours	Jury Hours	O.T. Hours
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					
16											

Jury Duty Hours \_\_\_\_\_ Total Regular Hours \_\_\_\_\_

\_\_\_\_\_  
Employee Signature (required)

Sick Hours Requested \_\_\_\_\_ Total Overtime Hours \_\_\_\_\_  
( > 40 hrs Sun-Sat)

\_\_\_\_\_  
Approved: Supervisor (optional)

\$ \_\_\_\_\_ Regular Pay Amount \$ \_\_\_\_\_  
Hourly Rate

\_\_\_\_\_  
Approved: Manager (required)

Estimated Sick Pay Amount \$ \_\_\_\_\_  
(Limited to available sick leave)

Jury Duty Pay Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Account (Fund-Organization-Account-Program)

\_\_\_\_\_  
Position #

Overtime Pay Amount \$ \_\_\_\_\_  
(OT Hours x Hourly Rate x 1.5)

\_\_\_\_\_  
Time Sheet Contact (Print Name) Extension

**Days Worked** **Total Amount To Be Paid \$** \_\_\_\_\_  
(Incl. Sick Lv. & Jury Duty)

<b>PAY PERIOD</b>	<b>2019-2020 PAY DATES</b>	<b>TIME SHEET DUE</b>
July 1 through July 31	Thursday, August 15	Thursday, August 1
August 1 through August 31	Friday, September 13	Tuesday, September 3
September 1 through September 30	Tuesday, October 15	Tuesday, October 1
October 1 through October 31	Friday, November 15	Friday, November 1
November 1 through November 30	Friday, December 13	Monday, December 2
December 1 through December 31	Wednesday, January 15	Thursday, January 2
January 1 through January 31	Thursday, February 13	Monday, February 3
February 1 through February 29	Friday, March 13	Monday, March 2
March 1 through March 31	Wednesday, April 15	Wednesday, April 1
April 1 through April 30	Friday, May 15	Friday, May 1
May 1 through May 31	Monday, June 15	Monday, June 1
June 1 through June 30	Wednesday, July 15	Wednesday, July 1

## **SHORT TERM TEMPORARY EMPLOYMENT Time Sheet Instructions**

Time sheets are to be printed on pink paper and filled out with blue or black ink only.

Report all information required on the time sheet, showing the work done, dates worked, sick leave used, jury duty served, and the hours worked (to the nearest quarter hour).

Please include the contact information of the person who can answer any questions pertaining to this time sheet.

All information requested on the time sheet must be completed prior to submission to the Payroll Department.

Completed and signed time sheets are due in the Payroll Department no later than 10 a.m. on the 1st working day of the month (see dates above).

Warrants are issued on the 15th calendar day of the month. If the 15th falls on a weekend or holiday, warrants will be issued the preceding work day.

All employees are encouraged to sign up for direct deposit. The direct deposit authorization form can be downloaded at <http://mtsac.edu/payroll/forms.html>

This time sheet can also be downloaded at <http://mtsac.edu/payroll/forms.html>