

**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 Hrs" box

Day	Description	Reg Hrs	Sick Hrs	OT Hrs	Day	Description	Reg Hrs	Sick Hrs	OT Hrs
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									

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)

Account (Fund-Organization-Account-Program) _____ Position # _____ Overtime Pay Amount \$ _____
(OT Hrs x Hourly Rate x 1.5)

Total Amount To Be Paid \$ _____

Timesheet Contact (printed name) _____ Extension _____ Days Worked (including Sick Leave) _____

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PAY PERIOD	2016-2017 PAY DATES	TIME SHEET DUE
July 1 through July 31	Aug 15	August 1st
August 1 through August 31	Sept 15	September 1st
September 1 through September 30	Oct 14	October 3rd
October 1 through October 31	Nov 15	November 1st
November 1 through November 30	Dec 15	December 1st
December 1 through December 31	Jan 13	January 3rd
January 1 through January 31	Feb 15	February 1st
February 1 through February 29	Mar 15	March 1st
March 1 through March 31	April 14	April 3rd
April 1 through April 30	May 15	May 1st
May 1 through May 31	June 15	June 1st
June 1 through June 30	July 13*	July 3rd*

**Due date and pay date subject to change*

SHORT TERM TEMPORARY EMPLOYMENT Time Sheet Instructions
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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 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 timesheet.

All information requested on the time sheet must be completed prior to submitting the time sheet to payroll.

Completed and signed time sheets are due in the Payroll Office no later than 10 a.m. on the 1st working day of each month.

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 day.

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