



FOUNDATION *for* CALIFORNIA COMMUNITY COLLEGES

Pay Period	
Start	
End	

LAST NAME	FIRST NAME	M.I.

	DATE	IN	OUT	IN	OUT	HRS
Sunday						0.00
Monday						0.00
Tuesday						0.00
Wednesday						0.00
Thursday						0.00
Friday						0.00
Saturday						0.00

	DATE	IN	OUT	IN	OUT	HRS
Sunday						0.00
Monday						0.00
Tuesday						0.00
Wednesday						0.00
Thursday						0.00
Friday						0.00
Saturday						0.00
Total Hours						0.00

Regular Hours

Overtime Hours

DoubleTime Hrs

Total Hours
0.00

INSTRUCTIONS

1. Keep your own daily record of time and assignments.
2. Check with your supervisor for instructions in preparing this form.
3. Retain a copy of the timesheet for your records.
4. Complete all timesheets using Excel.
5. Time enteries are recorded by typing HH:MM (A or P)
HH is equal to Hour. MM is equal to Minutes
A is A.M. P is P.M.
6. Reflect any meal breaks required for hours worked in excess of six (6) hours in one day.
7. Round hrs to the nearest quarter-hour(I.e. .15, .30, .45).
8. Record only one pay period per timesheet.
9. Supervisor must initial ALL changes.
10. Any overtime,or weekend or holiday worktime must be approved by your Supervisor in writing.
11. Forward any address changes to FCCC in writing.

I hereby certify that this employee's timesheet is true and correct for this time period and reflects the actual time worked.
I understand that it is my responsibility to notify FCCC's Coordinator of any changes.

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE