



SAN JUAN COLLEGE

Hourly Employee Timesheet

Payroll, 566-3245
Educational Services Building (Clock Tower)
Second Floor, Room 4246

Complete the form online. Print the form and obtain the proper approval signatures and submit to Payroll. Incomplete timesheets will not be processed.

Last Name First Name Employee ID
 Department Hourly Rate
 Position Account Number Supervisor
 Pay Period Pay Period

Day	Date	Time In	Time Out	Subtotal	Time In	Time Out	Subtotal	Total Hours
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours								

Day	Date	Time In	Time Out	Subtotal	Time In	Time Out	Subtotal	Total Hours
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours								

Day	Date	Time In	Time Out	Subtotal	Time In	Time Out	Subtotal	Total Hours
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours								

Report hours in quarter hour demical form (.0, .25, .5, .75)

Total Pay Period Hours

I certify that the information (hours and rates) contained on this timesheet is correct.

1.

2.

Employee - Print Name & Sign - Date

Supervisor - Print Name & Sign - Date