

FACULTY TIMESHEET

A Reporting Period _____ 20____ Year
 _____ Month _____

B Hours Worked

Day	Date	Hours	Sub Hours	
			Lec	Lab
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Weekly Total				
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Weekly Total				
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Weekly Total				
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Weekly Total				

Day	Date	Hours	Sub Hours	
			Lec	Lab
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Weekly Total				
Sat.				
Sun.				
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Weekly Total				
Monthly Total				

Number of day worked during the month

INSTRUCTIONS for completing time sheet are on the back.

Distribution:

- White: Payroll (Substitute Employees Only)
- Canary: Administrative Officer
- Pink: Originating Office
- Goldenrod: Employee

C Type of Time Sheet

- Counselor/Coordinator
- Substitute
- Librarian
- ESA (No. _____)
- Other _____

D Work Location

- ARC DO
- CRC SRPSTC
- SCC ETW
- FLC

E Type

- Adjunct
- Overload

F Semester

- Fall
- Spring
- Summer

G

Employee I.D. Number

Last Name -- PLEASE PRINT

First Name _____

Middle Initial _____

H This space to be completed by the supervisor

POSITION #	ACCT	FUND	ORG	PROGRAM	PROJ. CODE	TIME	PAY RATE

Total Hours

I I certify that this is a true statement of hours worked.

Employee _____ Date _____

Supervisor _____ Date _____

Admin. Officer _____ Date _____

FOR DISTRICT OFFICE USE ONLY
RETIREMENT CODES

MEMBER ACCOUNT CONTRIBUTION FICA CODE

By _____
Signature

INSTRUCTIONS: FACULTY TIMESHEET

This timesheet is for faculty positions requiring a timesheet. This includes, but is not limited to: Adjunct and Overload Counselors and Coordinators, Certificated Extended Service Agreements (ESAs), Librarians, and Substitutes.

- A** Reporting Period: Record the month and year reporting. Timesheets must be submitted within each reporting period.
- B** Hours Worked / Days Worked: Enter the date corresponding with the day of the week. For Substitutes, enter the hours in lecture and in lab separately for each day worked. For all other positions, enter the hours worked each day. Subtotal the hours at the end of each week for each category. Enter the total hours for the month. Enter the total days worked for the month.
- C** Type of Timesheet: Check the employee assignment relating to this timesheet (counselor coordinator, extended service agreement [ESA], librarian, substitute or other).
- D** Work Location: Check the appropriate work location.
- E** Type: Check either Adjunct or Overload.
- F** Semester: Check the appropriate semester.
- G** Employee ID, Last Name, First Name: Record the employee identification number (not the social security number), employee last name and first name.
- H** To Be Completed by Supervisor: The employee's supervisor must enter the position number, account information (account, fund, organization, program, project code), hours and pay rate. The total hours must equal the sum of the weekly totals.
- I** Signature Certification: The timesheet must be signed by the employee, supervisor, and an authorized administrative officer. If the employee is not available, please indicate as such and process within the established deadlines.

NEW ADJUNCT FACULTY – New hire paperwork must be completed prior to entering the classroom or starting the faculty assignment (counseling, substituting, etc.).

- LRCCD Faculty Application packet must be on file in Human Resources. Applications are available at the District Office and on the web: <http://www.losrios.edu/hr/Facultyapplication.htm>
- Obtain the "fingerprint" packet from your Dean and follow the instruction in the packet.
- Call your Human Resources Specialist for an appointment to complete your paperwork. Live scan (fingerprint) should be complete prior to attending your appointment with your specialist. Please bring a copy of the live scan receipt to your appointment.

Last name begins with:

A-G: (916)568-3119
H-Pa: (916)568-3148
Pb-Z: (916)568-3172

All appointments are held at the District Office:

Los Rios Community College District, Human Resources Office
1919 Spanos Court
Sacramento, CA 95825-3981

- Collective Bargaining Agreements are available at <http://www.losrios.edu/hr/contracts.htm>
- ESAs and substitute positions are not part of a Collective Bargaining Agreement.