

(A) Reporting Period \_\_\_\_\_ 20\_\_

Month

(B) Date and Hours Worked:

	Date	Hours
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Weekly Total

Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Weekly Total

Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Weekly Total

Distribution:

Green - Vice President, Admin./Admin. Officer

Goldenrod - Originating Office

White - Employee

	Date	Hours
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Weekly Total

Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Weekly Total

Sat.		
Sun.		

Weekly Total

Month Total

(C) Number of days worked during the month

Instructions for completing time sheet are on back.

**Reporting period is the 25th of the month to the 24th of the following month. Only include hours that have been worked.**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

## STUDENT HELP TIMESHEET

(D) Work Location:

- ARC  FM
- CRC  SRPSTC
- SCC  ETW
- FLC
- DO

(E)

Employee I.D. Number

Employee I.D. Number

(F)

Last Name -- PLEASE PRINT

Last Name -- PLEASE PRINT

First Name

Middle Initial

NOTE: This timesheet is to be used for reporting student employment except for Federal Work Study. The timesheet is submitted to the College Business Services Office. Employment in this classification is subject to Board Policy and Regulation for Student Employment (P-2631, R-2631).

(G) This space to be completed by the supervisor. Account Code must be either 2303 or 2313.

ACCT	FD	ORG	PROG	PROJECT/GRANT		TIME	PAY RATE

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Admin. Officer \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Admin. Officer \_\_\_\_\_ Date \_\_\_\_\_  
Print Last Name