

# Chabot-Las Positas Community College District

## CLASSIFIED HOURLY EMPLOYEE TIME SHEET

PLEASE PRINT ALL INFORMATION

- Chabot
- Las Positas
- DISTRICT:**
- Hayward
- Livermore
- Dublin

NAME \_\_\_\_\_  
Last First Middle

W# \_\_\_\_\_

FOR PERIOD \_\_\_\_\_ /16/ \_\_\_\_\_ to \_\_\_\_\_ /15/ \_\_\_\_\_  
Month Year Month Year

DIVISION/AREA \_\_\_\_\_

Do not use SSN

<b>ACCT.</b>					%
	<small>Fund</small>	<small>Org</small>	<small>Account</small>	<small>Program</small>	
					%
	<small>Fund</small>	<small>Org</small>	<small>Account</small>	<small>Program</small>	

All Classified Hourly may work no more than 25 hours per week.

DATE	DAY OF WEEK	# OF HOURS WORKED	IF ABSENT, GIVE REASON
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

DATE	DAY OF WEEK	# OF HOURS WORKED	IF ABSENT, GIVE REASON
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
<b>TOTAL HOURS</b>			

STRAIGHT TIME       OVERTIME

**DESCRIPTION:**

FOR PAYROLL OFFICE USE ONLY	Code
REGULAR HOURS	
OVERTIME @ 1.5X	
OVERTIME @ 2X	

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

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