

Chabot-Las Positas Community College District
CLASSIFIED HOURLY EMPLOYEE TIME SHEET

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

PLEASE PRINT ALL INFORMATION

Instructions on District Business Services Web page FORMS-PAYROLL

NAME _____
Last First MI

FOR PERIOD _____ /16/ _____ to _____ /15/ _____
Month Year Month Year

W# _____

DIVISION/AREA _____

Do not use SSN

ACCT.					%
<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			
TOTAL HOURS			

STRAIGHT TIME OVERTIME

DESCRIPTION:

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

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____