

## SANTA BARBARA COMMUNITY COLLEGE DISTRICT CLASSIFIED PAYROLL TIME REPORT

**(Please Print Clearly)**

Name \_\_\_\_\_ Department \_\_\_\_\_  
 SBCC ID# K00 Pay Date \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

		BEGINNING WEEK DATE (MONDAY)	MON	TUE	WED	THU	FRI	SAT	SUN	WEEKLY HOURS TOTAL
Week 1	Regular hours									
	Overtime hours									
Week 2	Regular hours									
	Overtime hours									
Week 3	Regular hours									
	Overtime hours									
Week 4	Regular hours									
	Overtime hours									
Week 5	Regular hours									
	Overtime hours									

I understand that as a short-term hourly employee I may not work more than 175 days in a fiscal year.  
 I certify that I have not exceeded this limitation during this fiscal year (July 1 - June 30).

Total Regular Hours	
Total Overtime Hours	
Total Days Worked	

Employee's Signature \_\_\_\_\_ DATE \_\_\_\_\_

I have verified that there are funds available to cover this labor in the following account(s):

For regular time \_\_\_\_\_  
 For regular time \_\_\_\_\_  
 For overtime \_\_\_\_\_  
 ACCOUNT NUMBERS

PAYROLL DEPT. USE		
\$	x	\$
\$	x	\$
\$	x	\$
PAY RATE	HOURS	\$
		<b>GROSS PAY</b>

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

A shift differential is allowed for all classifications regularly assigned to a swing shift, a graveyard shift, and a split shift. For additional information, refer to the Contract Agreement, Article 6 (6.3.7) or contact the Personnel or Payroll office.

**INSTRUCTIONS:**

1. Employee:
  - A: Be sure to clear any overtime work with your supervisor **before** time is worked.
  - B: Fill out the top section of the form completely.
  - C: Enter the regular and overtime hours worked each day, total for the week, and pay period totals.
1. Supervisor:
  - A: Assign account number(s) after verifying availability of funds.
  - B: Sign the sheet and send to Payroll.
  - C: **NOTE** Short-term "hourly" employees may not work more than 19 1/2 hours per week and 175 days in a fiscal year.

**EMPLOYEE & SUPERVISOR: 1000 HRS WORKED IN A FISCAL YEAR QUALIFIES AN EMPLOYEE TO BE A MEMBER OF THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS). CONTRIBUTIONS OF APPROXIMATELY 7% WILL BE DEDUCTED FOR CALPERS.**

**IMPORTANT: TIME SHEETS WHICH ARE NOT FILLED OUT COMPLETELY, DATED, SIGNED OR RECEIVED ON TIME WILL**