

INSTRUCTOR TIMESHEET GUIDELINE

Below is a copy of an Instructor time sheet. Each section of the timesheet has been assigned a specific number. For details on how to complete each section of the timesheet refer to the corresponding number in the detailed section on page two (2). If you have any further questions do not hesitate to contact any member of the Payroll Department.



TIME SHEET - INSTRUCTOR

| | |
|------------------------------|-------------------------|
| Name | Course Number |
| Position | Course or Program Title |
| Substitute for (name) | Campus |
| Inclusive Substitution Dates | Account Code |

This time sheet is for 2 weeks, ending with a payday (Friday). Please fill in the dates under the days of week. Give the start and finish times of work, indicating a.m. or p.m. **Leave statutory holidays blank**, unless you worked. Time sheets must be received by payroll by the Wednesday following payday to be processed in the next pay.

| | MONTH | | | | | *INDICATE ACTUAL STUDENT CONTACT HOURS ONLY* | | | | | | | | | |
|-----------------------|-------|-----|-----|------|-----|--|-----|-----|-----|-----|------|-----|------|-----|-------------|
| | SAT | SUN | MON | TUES | WED | THUR | FRI | SAT | SUN | MON | TUES | WED | THUR | FRI | |
| Date | | | | | | | | | | | | | | | |
| Start Time | | | | | | | | | | | | | | | |
| End Time | | | | | | | | | | | | | | | |
| Student Contact Hours | | | | | | | | | | | | | | | Total Hours |
| Type of Work | | | | | | | | | | | | | | | |

- I - Instruction (SP or IL for CCP only)
- N - Non-Instructional
- D - Program Development
- L - Lab
- C - Clinical
- P - Practicum
- O - Other

PAYROLL USE ONLY

16

PAYROLL USE ONLY (STAT CALC)

17

COMMENTS

| | |
|----------------------------|------|
| 19 | |
| Employee's Authorization | Date |
| 20 | |
| Supervisor's Authorization | Date |

PRJune2018

1. Enter the employee's first and last name.
2. Enter the employee's position.
3. If the employee is subbing for another instructor, enter that instructor's name.
4. Enter the dates of substitution, if applicable.
5. Enter the course number, if applicable.
6. Enter title of the course being instructed.
7. Enter the physical campus location of the instruction. i.e. Nass, Terrace.
8. Enter the Base Account Code or Non-Base Account Code per approved college budget.
9. Enter the month or months reported on the timesheet. i.e. Nov. or Nov/Dec.
10. Enter the dates of instruction. These dates should correspond with the pay periods identified on the current payroll calendar. A copy of the payroll calendar can be found on the website with the time sheets, or you can contact the Payroll department.
11. Enter the employee start time. This should be the scheduled start time. For example if class starts at 8:30 am, but the employee comes in at 8:00 am, the start time should be 8:30 am.
12. Enter the employee end time. This should be the scheduled end time. For example if the class is to end at 4:00 pm but it ends at 4:30 pm. The end time should be 4:00 pm unless the extra 30 minutes has been preapproved for payment with the supervisor and the supervisor has sent in the appropriate paperwork.
13. Enter the total hours worked for each day. These hours should not include the employee's lunch break. If the hours are all instructional they should only be the total student contact hours.
14. Enter the type of work performed for each day by reviewing the legend provided on the timesheet. i.e. If the hours reported were for instruction then enter an 'I'. If the hours were for program development then enter a 'D', etc.
15. Enter the total hours reported on the timesheet. This total should add up to all of the hours reported under number 13.
16. Do not enter anything in this box. This is for Payroll Use Only.
17. Do not enter anything in this box. This is for Payroll Use Only.
18. Employee and supervisor may enter comments here.
19. Employee needs to authorize and date the timesheet.
20. Supervisor needs to authorize and date the timesheet. This does not need to be a Dean or VP. It can be the employee's direct supervisor unless there have been other instructions from the Dean or VP.

NOTE: If there is a stat day on the timesheet please do not complete numbers 11-14, unless the employee does in fact work on the statutory holiday.

Payroll will calculate the employee's stat pay.