

# Academic - Hourly Time Report

## Santa Clarita Community College District

### College of the Canyons

**Instructions:** Use full legal name. DO NOT combine months on one timesheet. Use separate timesheets for each month. \*\* It is VERY IMPORTANT that you indicate at which campus your services were provided.

NAME:  MONTH:  20  HOURLY RATE: \$

EID:  Account #:  Hours:

Account #:  Hours:

**\*\* If compensation comes from more than one account, indicate number of hours from each account.**

| DATE         | HOURS<br>WORKED | Counselor/Librarian/Ot<br>her                                                            | INFORMATION Section # |  | CLASS CANCELLATION |         |  Valencia<br>Canyon |  |
|--------------|-----------------|------------------------------------------------------------------------------------------|-----------------------|--|--------------------|---------|--------------------------------------------------------------------------------------------------------|--|
|              |                 |                                                                                          | Absent Instructor     |  | Class Name         | Sect. # |                                                                                                        |  |
| 01           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 02           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 03           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 04           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 05           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 06           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 07           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 08           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 09           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 10           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 11           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 12           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 13           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 14           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 15           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 16           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 17           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 18           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 19           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 20           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 21           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 22           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 23           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 24           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 25           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 26           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 27           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 28           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 29           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 30           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| 31           |                 |                                                                                          |                       |  |                    |         |                                                                                                        |  |
| <b>Total</b> | 0               | I hereby certify that I have worked the total hours indicated above and request payment. |                       |  |                    |         |                                                                                                        |  |

Employee Signature

Division Dean Signature

**\*Please CC Payroll at [AcademicHourlyTS@canyons.edu](mailto:AcademicHourlyTS@canyons.edu) when submitting Timesheet**

Please make a copy for your records.