

Santa Clarita Community College District - Classified Employee Monthly Time Record - Payroll Dept. # 755 (Facilities Staff)

Instructions: This form must be completed and signed via Adobe Sign by the employee and supervisor with a CC to the appropriate Payroll email address no later than the timesheet deadline noted on the Payroll intranet site. Please indicate hours worked and hours absent. Leave time recorded on your timesheet must match your online leave request (the employee is responsible for making sure it matches). Record comp and overtime as actual hours worked (payroll will calculate the time). You are responsible for writing "2x" when overtime or comp day is double time (because of flexible schedules, payroll does not automatically know when it is double time). Remember that you need your supervisor's approval prior to earning comp.

****You cannot change your mind as to whether you want paid overtime or comp time after your timesheet has been signed and sent to Payroll****

Name: Month/Year: EID:

VA - Vacation	H - Holiday	JD - Jury Duty	DS - Discretionary
D - Dock	S - Sick	PN - Personal Necessity	B - Bereavement

Day of Month	Work From Home/ Pro. Dev.	Required Service (RS)	Hours Absent + (code)	Overtime Hrs. Worked*	Comp. Hrs. Worked*	Comp Time Taken	Overtime Event/Reason
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							
Total							

<u>Grounds</u> Overtime Budget	Department	Hours	<u>Custodial</u> Overtime Budget	Department	Hours
11.52190.00.683000.5000	Civic Center		11.52190.00.683000.5000	Civic Center	
11.52190.00.655000.5000	Grounds, VLC		11.52190.00.653000.5000	Custodial, VLC	
11.52190.00.655000.9500	Grounds, CCC		11.52190.00.653000.9500	Custodial, CCC	
	Other			Other	
	Total			Total	

<u>Maintenance</u> Overtime Budget	Department	Hours	<u>Telecommunications</u> Overtime Budget	Department	Hours
11.52190.00.683000.5000	Civic Center		11.52190.00.683000.5000	Civic Center	
11.52190.00.651600.5000	Maint., VLC		11.52190.00.657010.5000	Telecom	
11.52190.00.651600.9500	Maint., CCC			Other	
11.52190.00.657010.5000	Telecom			Total	
11.52190.00.677400.5000	Warehouse				
	Total				

I hereby certify that I have satisfactorily Worked the overtime hours indicated above and request payment.

Employee's Signature _____

Supervisor's Signature _____

***Full-Time Employees, please CC Payroll at FullTimeClassifiedTS@canyons.edu when submitting Timesheet**

***Part-Time Employees, please CC Payroll at PPTClassifiedTS@canyons.edu when submitting Timesheet**