

**Santa Clarita Community College District
Classified/Confidential Employee Monthly Time Record**

Name (Last First):
EID:

Month/Yr:
Supervisor:

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. For hours absent, indicate reason by the code shown at right and submit an Online leave request

VA- Vacation*	JD - Jury Duty
D - Dock	PN –Personal Necessity Leave
H - Holiday	DS –Discretionary
S - Sick	B - Bereavement
*CSEA ONLY - Vacation Leave includes C.Chavez Holiday	

Day of the Month	Total Hours Worked	Hours Absent (indicate code above)	Overtime Worked** (X 1.00)	Pre-approved Comp Time Earned (X 1.50)	Comp Time Taken	Other Code
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						

I acknowledge that I have been provided with meal periods and rest periods as delineated in Article 8 of the CSEA contract.

Employee's Signature

Supervisor's Signature

**Classified Employees, please CC Payroll at FullTimeClassifiedTS@canyons.edu when submitting Timesheet
Confidential Employees, please CC Payroll at ConfidentialTS@canyons.edu when submitting Timesheet