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									0
	Overtime hours									0
Week 2	Regular hours									0
	Overtime hours									0
Week 3	Regular hours									0
	Overtime hours									0
Week 4	Regular hours									0
	Overtime hours									0
Week 5	Regular hours									0
	Overtime hours									0

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	0
Total Overtime Hours	0
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

SUPERVISOR'S SIGNATURE DATE

PAYROLL DEPT. USE

$	x		$
$	x		$
$	x		$
PAY RATE	HOURS		
			$
			GROSS PAY

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