

**MT. SAN ANTONIO COLLEGE  
SHORT-TERM TEMPORARY EMPLOYMENT  
TIME SHEET**

Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_ Year: \_\_\_\_\_  
(Please Print)

Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_

*See reverse side for instructions on filling out and submitting hourly time sheets*

**Effective July 1, 2015: When using Paid Sick Leave, enter the number of hours in the "Sick Hrs" box**

Day	Description	Reg Hrs	Sick Hrs	OT Hrs	Day	Description	Reg Hrs	Sick Hrs	OT Hrs
1					17				
2					18				
3					19				
4					20				
5					21				
6					22				
7					23				
8					24				
9					25				
10					26				
11					27				
12					28				
13					29				
14					30				
15					31				
16									

Regular Hours To Be Paid \_\_\_\_\_

\_\_\_\_\_  
Employee Signature (required)

Sick Leave Hours to Be Paid \_\_\_\_\_

\_\_\_\_\_  
Approved: Supervisor (optional)

Overtime Hours To Be Paid \_\_\_\_\_

\_\_\_\_\_  
Approved: Manager (required)

\$ \_\_\_\_\_  
Hourly Rate

Regular + Sick Pay Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Account (Fund-Organization-Account-Program)

\_\_\_\_\_  
Position #

Overtime Pay Amount \$ \_\_\_\_\_  
(OT Hrs x Hourly Rate x 1.5)

**Total Amount To Be Paid \$ \_\_\_\_\_**

\_\_\_\_\_  
Timesheet Contact (printed name) Extension

Days Worked \_\_\_\_\_

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<b>PAY PERIOD</b>	<b>2015-2016 PAY DATES</b>	<b>TIME SHEET DUE</b>
July 1 through July 31	Aug 14	August 3rd
August 1 through August 31	Sept 15	September 1st
September 1 through September 30	Oct 15	October 1st
October 1 through October 31	Nov 13	November 2nd
November 1 through November 30	Dec 15	December 1st
December 1 through December 31	Jan 15	January 4th
January 1 through January 31	Feb 11	February 1st
February 1 through February 29	Mar 15	March 1st
March 1 through March 31	April 15	April 1st
April 1 through April 30	May 13	May 2nd
May 1 through May 31	June 15	June 1st
June 1 through June 30	July 14*	July 5th*

*\*Due date and pay date subject to change*

<p><b>SHORT TERM TEMPORARY EMPLOYMENT Time Sheet Instructions</b></p>
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Time sheets are to be printed on pink paper and filled out with blue or black ink only.

Report all information required on the time sheet, showing the work done, dates worked, sick leave used and the hours worked (to the nearest quarter hour).

Please include the contact information of the person who can answer any questions pertaining to this timesheet.

All information requested on the time sheet must be completed prior to submitting the time sheet to payroll.

Completed and signed time sheets are due in the Payroll Office no later than 10 a.m. on the 1st working day of each month.

Warrants are issued on the 15th Calendar day of the month. If the 15th falls on a weekend or holiday, warrants will be issued the preceding day.

All employees are encouraged to sign up for direct deposit. The direct deposit authorization form can be downloaded at <http://inside.mtsac.edu/forms/>