

TIME SHEET FOR ADJUNCT FACULTY OFFICE HOURS

College of the Sequoias

(Available in Human Resource Services, Academic Services Office, Office of the Deans of Academic Services)

Name:			
Banner ID:			
Time Sheet Due Dates:	Fall semester Spring semester	December 1 May 1	Project office hours through the 16 th week.
		Total Office Hours Approved:	

Week	Date	Time	Location of Office Hour	Number of Students Served	Hour	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
					Total Hours:	

Total Hours x current office hourly pay (Appendix B) = Total Pay	
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_____ Employee Signature

I hereby certify that the above is a true statement of the office hours worked by the employee listed and that s/he has performed their assigned job in a satisfactory manner.

Date Approved:	
Signature of Supervisor:	

Payroll Department Use Only / Account Code:

Fund	GS	Site	Program	Spgm	Obj	FY	Type