

GAVILAN COMMUNITY COLLEGE CLASSIFIED HOURLY TIMESHEET

Short-Term, Substitutes, & Professional Experts

Flores **Mario** Jan - Feb 2020
 Last Name First Name G00# Month/Year
 Job Title: Cons Ed Department: Cons Ed
 Program # to be charged: 681227 Account # to be charged: 2310

Date Worked	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED	Substitute for Whom
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10	:3:30	6:30			3	
11						
12	3:30	6:30			3	
13						
14						
15						
16						
17						
18						
19						
20						

Total: 6

Mario Flores 6-4-20
 *Employee Signature Date

Due to Supervisor on the 21st of each month for payment on the 10th of the following month.

 Approved by: Signature Date

*Supervisor/Dean/Department Chair

Supervisors turn in timesheets to Payroll By the 25th of each month.

For Payroll Use Only:

Hours: _____ Rate: _____

@ \$ _____

Total \$ _____

GAVILAN COMMUNITY COLLEGE CLASSIFIED HOURLY TIMESHEET

Short-Term, Substitutes, & Professional Experts

Feb - Mar 2020

Flores Mario G00# Month/Year
 Last Name Can Ed First Name Department: Com ed
 Job Title: Com Ed insubst Account # to be charged: 2310
 Program # to be charged: 681227

Date Worked	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED	Substitute for Whom
21						
22						
23					3	
24	3:30	6:30				
25					3	
26	3:30	6:30				
27						
28						
29						
30						
31						
1					3	
2	3:30	6:30				
3					3	
4	3:30	6:30				
5						
6						
7						
8					3	
9	3:30	6:30				
10					3	
11	3:30	6:30				
12						
13						
14						
15						
16						
17						
18						
19						
20						

Total: 18

Mario Flores 6-4-20
 *Employee Signature Date

Due to Supervisor on the 21st of each month for payment on the 10th of the following month.

[Signature] 6-14-20
 Approved by: Signature Date

*Supervisor/Dean/Department Chair
 Supervisors turn in timesheets to Payroll By the 25th of each month.

For Payroll Use Only:

Hours: 18 Rate: \$ 35.00

Total \$ 630.00