



College and Career Advantage Classified Hourly Employee Time Sheet

Name _____ Month _____

Position/Job Title _____ Department/Class _____

Time Sheet due by the 15th of the month following date worked.

Instructions:

1. Only one (1) Month per Time Sheet
2. Fill out and sign this time sheet then submit to your supervisor.
3. Overtime must have approval given before working extra hours; email your supervisor.

Date	Assignment / Time Frame	Hours	Payroll Use Only
Total Hours			

Payroll Use Only

15mins=0.25hr | 30mins=0.5hr | 45mins=0.75hr

Employee's Signature Date

Supervisor's Signature Date

Executive Director's Signature Date

Overtime Approved? Yes No