RCCD RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

BUSINESS & FINANCIAL SERVICES

EMPLOYEE TIMESHEET

Reset Form

Fiscal Year _____

Last 4 of SSN _____

Name: _____

Department: _____

Job Title: _____

Budget Code:
If position is split funded, indicate percentage.

_____ _____%

_____ _____%

_____ _____%

Type of Employee
(Check only one):

- ☐ Hourly Classified Emlployee
- ☐ Student Employee
- ☐ Professional Expert

Submit a separate time sheet for each type of employee.

_____ to _____, 20_____

PAY PERIOD IS THE 1ST TRHOUGH THE LAST DAY OF THE MONTH
All changes must be initialed by the employee and supervisor.

Date	Hours	Payroll Use	College/ Site		Date	Hours	Payroll Use	College/ Site
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.					**Total:**	0		

I certify this is a true and accurate record of hours worked for the above reference position.

_____ _____
Employee's Signature Date

_____ _____
Authorized Approval Signature Date

PAYROLL USE ONLY

Employee # _____

Job Code	Adj Code	Hours	Rate	Total