

Southwest Texas Junior College 2017 - 2018 Payroll Schedule

| Period Ending | Payroll Cycle | Employee TE Due to Supervisor | Supervisor TE Appr Due to Payroll | Pay Date |
|--------------------------|----------------------------|----------------------------------|--------------------------------------|-------------------------|
| Last Day of Month | FULL-TIME FAC/STAFF | Any Adjustments | Due on 15th | See Below (20th) |
| Aug 16 - 31, 2017 | Semi-Monthly/Salary (5th) | 08/30/17 06:00PM | 10:00PM | 09/05/17 |
| Sept 1 - 15, 2017 | Semi-Monthly/Salary (20th) | 09/17/17 12:00PM | 04:00PM | 09/20/17 |
| Sept 16 - 30, 2017 | Semi-Monthly/Salary (5th) | 10/02/17 10:00AM | 02:00PM | 10/05/17 |
| Oct 1 - 15, 2017 | Semi-Monthly/Salary (20th) | 10/16/17 12:00PM | 04:00PM | 10/20/17 |
| Oct 16 - 31, 2017 | Semi-Monthly/Salary (5th) | 10/31/17 06:00PM | 10:00PM | 11/03/17 |
| Nov 1 - 15, 2017 | Semi-Monthly/Salary (20th) | 11/15/17 06:00PM | 10:00PM | 11/20/17 |
| Nov 16 - 30, 2017 | Semi-Monthly/Salary (5th) | 11/30/17 06:00PM | 10:00PM | 12/05/17 |
| Dec 1 - 15, 2017 | Semi-Monthly/Salary (20th) | 12/15/17 06:00PM | 10:00PM | 12/20/17 |
| Dec 16 - 31, 2017 | Semi-Monthly/Salary (5th) | 01/02/18 10:00AM | 02:00PM | 01/05/18 |
| Jan 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 01/16/18 10:00AM | 02:00PM | 01/19/18 |
| Jan 16 - 31, 2018 | Semi-Monthly/Salary (5th) | 01/31/18 06:00PM | 10:00PM | 02/05/18 |
| Feb 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 02/14/18 06:00PM | 10:00PM | 02/20/18 |
| Feb 16 - 28, 2018 | Semi-Monthly/Salary (5th) | 02/28/18 06:00PM | 10:00PM | 03/05/18 |
| Mar 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 03/09/18 06:00PM | 10:00PM | 03/20/18 |
| Mar 16 - 31, 2018 | Semi-Monthly/Salary (5th) | 03/29/18 06:00PM | 10:00PM | 04/05/18 |
| April 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 04/16/18 12:00PM | 04:00PM | 04/20/18 |
| April 16 - 30, 2018 | Semi-Monthly/Salary (5th) | 05/01/18 10:00AM | 02:00PM | 05/04/18 |
| May 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 05/15/18 10:00AM | 02:00PM | 05/18/18 |
| May 16 - 31, 2018 | Semi-Monthly/Salary (5th) | 05/31/18 06:00PM | 10:00PM | 06/05/18 |
| June 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 06/15/18 06:00PM | 10:00PM | 06/20/18 |
| June 16 - 30, 2018 | Semi-Monthly/Salary (5th) | 06/29/18 06:00PM | 10:00PM | 07/05/18 |
| July 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 07/16/18 12:00PM | 04:00PM | 07/20/18 |
| July 16 - 31, 2018 | | 07/31/18 06:00PM | 10:00PM | 08/03/18 |
| Aug 1 - 15, 2018 | Semi-Monthly/Salary (20th) | 08/14/18 06:00PM | 10:00PM | 08/20/18 |

SWTJC and First State Bank Holidays

| | | | |
|----------------------|--------------------------|-------------------|---------------------------------------|
| September 4, 2017 | Labor Day | January 15, 2018 | Martin Luther King JR Day |
| October 9, 2017 | Columbus Day (Bank Only) | February 19, 2018 | Presidents Day (Bank Only) |
| November 10, 2017 | Veterans Day (Bank Only) | March 12-16, 2018 | SPRING BREAK |
| November 22-24, 2017 | Thanksgiving Holiday | March 30, 2018 | Good Friday |
| December 20-22, 2017 | Christmas Holiday | April 1, 2018 | Easter |
| December 25-29, 2017 | Christmas Holiday | May 28, 2018 | Memorial Day (Bank/College tentative) |
| January 1, 2018 | New Year's Day | July 4, 2018 | 4th of July |

Half-Time Employment Hours per Month
Supervisors are responsible for monitoring part-time employee hours

| | | | |
|------------|--------------|-------|---|
| Sept 2017 | 84.00 | 85.00 | TRS Rule: |
| Oct 2017 | 88.00 | 89.00 | If an employee works more than half time 4.5 |
| Nov 2017 | 88.00 | 89.00 | <u>CONSECUTIVE</u> anytime during the year, or <u>meets the</u> |
| Dec 2017 | 84.00 | 85.00 | <u>1,040</u> hours before the fiscal year is over, |
| Jan 2018 | 92.00 | 93.00 | the employee will be eligible for TRS Benefits. |
| Feb 2018 | 80.00 | | |
| Mar 2018 | 88.00 | | If the employee meets the half time rule for TRS, then the |
| April 2018 | 84.00 | | employee is also <u>automatically eligible</u> for Part Time Health Benefits. |
| May 2018 | 92.00 | | |
| June 2018 | 84.00 | | An employee who does meet the TRS Rule above will be contacted by |
| July 2018 | 88.00 | | the HR Coordinator reference health benefits. |
| Aug 2018 | 92.00 | | The employee may waive the benefits. |

1,044.00

* Full time employment is the equivalent of 2,080 hours per year

Employee Time Report

Name: _____

Period Ending September 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS HRS./MIN. | |
|-----------------|---|---|----------|---------|----------|--------------|---------|----------------------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | 09/01/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 09/04/17 | Labor Day Holiday | | | | | | | |
| Tuesday | 09/05/17 | | | | | | | | |
| Wednesday | 09/06/17 | | | | | | | | |
| Thursday | 09/07/17 | | | | | | | | |
| Friday | 09/08/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 09/11/17 | | | | | | | | |
| Tuesday | 09/12/17 | | | | | | | | |
| Wednesday | 09/13/17 | | | | | | | | |
| Thursday | 09/14/17 | | | | | | | | |
| Friday | 09/15/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | Time Entry due to Supervisor 09/17/17 @ 12:00PM | | | | | | | |
| Tuesday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |

Total Hours Worked During Pay Period

| | |
|--|--|
| | |
|--|--|

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending September 16 - 30, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS |
|-----------------|---|---------|----------|---------|----------|--------------|---------|---------------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 09/18/17 | | | | | | | |
| Tuesday | 09/19/17 | | | | | | | |
| Wednesday | 09/20/17 | | | | | | | |
| Thursday | 09/21/17 | | | | | | | |
| Friday | 09/22/17 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 09/25/17 | | | | | | | |
| Tuesday | 09/26/17 | | | | | | | |
| Wednesday | 09/27/17 | | | | | | | |
| Thursday | 09/28/17 | | | | | | | |
| Friday | 09/29/17 | | | | | | | |
| Saturday | | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending October 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS HRS./MIN. | |
|-----------------|---|---|----------|---------|----------|--------------|---------|----------------------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | | |
| Sunday | | | | | | | | | |
| Monday | 10/02/17 | | | | | | | | |
| Tuesday | 10/03/17 | | | | | | | | |
| Wednesday | 10/04/17 | | | | | | | | |
| Thursday | 10/05/17 | | | | | | | | |
| Friday | 10/06/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 10/10/17 | | | | | | | | |
| Tuesday | 10/11/17 | | | | | | | | |
| Wednesday | 10/12/17 | | | | | | | | |
| Thursday | 10/13/17 | | | | | | | | |
| Friday | 10/14/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | Web Time Entry due to Supervisor 10/16/17 @ 12:00PM | | | | | | | |
| Monday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |

Total Hours Worked During Pay Period

| | |
|--|--|
| | |
|--|--|

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending October 16 - 31, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|--|----------|---------|----------|--------------|---------|---------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 10/16/17 | | | | | | | | |
| Tuesday | 10/17/17 | | | | | | | | |
| Wednesday | 10/18/17 | | | | | | | | |
| Thursday | 10/19/17 | | | | | | | | |
| Friday | 10/20/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 10/23/17 | | | | | | | | |
| Tuesday | 10/24/17 | | | | | | | | |
| Wednesday | 10/25/17 | | | | | | | | |
| Thursday | 10/26/17 | | | | | | | | |
| Friday | 10/27/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 10/30/17 | | | | | | | | |
| Tuesday | 10/31/17 | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | 12 Working Days / 48.0 hrs half-time | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 10/31/17 @ 06:00PM | | | | | | | |

Total Hours Worked During Pay Period

| |
|--|
| |
|--|

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending November 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|--|----------|---------|----------|--------------|---------|---------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | 11/01/17 | | | | | | | | |
| Thursday | 11/02/17 | | | | | | | | |
| Friday | 11/03/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 11/06/17 | | | | | | | | |
| Tuesday | 11/07/17 | | | | | | | | |
| Wednesday | 11/08/17 | | | | | | | | |
| Thursday | 11/09/17 | | | | | | | | |
| Friday | 11/10/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 11/13/17 | | | | | | | | |
| Tuesday | 11/14/17 | | | | | | | | |
| Wednesday | 11/15/17 | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 11/15/17 @ 06:00PM | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report


Name: _____

Period Ending November 16 - 30, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | | |
|-----------------|---|---|----------|---------|--------------|-------|---------------|-----------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | 11/16/17 | | | | | | | | |
| Friday | 11/17/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 11/20/17 | | | | | | | | |
| Tuesday | 11/21/17 | | | | | | | | |
| Wednesday | 11/22/17 |  | | | | | | | |
| Thursday | 11/23/17 | | | | | | | | |
| Friday | 11/24/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 11/27/17 | | | | | | | | |
| Tuesday | 11/28/17 | | | | | | | | |
| Wednesday | 11/29/17 | | | | | | | | |
| Thursday | 11/30/17 | | | | | | | | |
| Friday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 11/30/17 @ 06:00PM | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending December 1 - 15, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | | |
|-----------------|---|---|----------|---------|--------------|-------|---------------|-----------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | 12/01/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 12/04/17 | | | | | | | | |
| Tuesday | 12/05/17 | | | | | | | | |
| Wednesday | 12/06/17 | | | | | | | | |
| Thursday | 12/07/17 | | | | | | | | |
| Friday | 12/08/17 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 12/11/17 | | | | | | | | |
| Tuesday | 12/12/17 | | | | | | | | |
| Wednesday | 12/13/17 | | | | | | | | |
| Thursday | 12/14/17 | | | | | | | | |
| Friday | 12/15/17 | | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 12/15/17 @ 06:00PM | | | | | | | |
| Sunday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Monday | | <i>Christmas Holidays</i> | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | <i>Christmas Holidays</i> | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending December 16 - 31, 2017

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|---|----------|---------|--------------|-------|---------------|-----------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 12/18/17 | | | | | | | |
| Tuesday | 12/19/17 | | | | | | | |
| Wednesday | 12/20/17 |  | | | | | | |
| Thursday | 12/21/17 | | | | | | | |
| Friday | 12/22/17 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 12/25/17 | <h2 style="font-family: cursive;">Christmas Holidays</h2> | | | | | | |
| Tuesday | 12/26/17 | | | | | | | |
| Wednesday | 12/27/17 | | | | | | | |
| Thursday | 12/28/17 | | | | | | | |
| Friday | 12/29/17 | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 01/02/18 @ 10:00AM 10 Working Days / 40.0 hrs half-time | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending January 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|---|---|---|----------|---------|--------------|-------|---------------|-----------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | 01/01/18 | New Year's Holiday | | | | | | |
| Tuesday | 01/02/18 | | | | | | | |
| Wednesday | 01/03/18 | | | | | | | |
| Thursday | 01/04/18 | | | | | | | |
| Friday | 01/05/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 01/08/18 | | | | | | | |
| Tuesday | 01/09/18 | | | | | | | |
| Wednesday | 01/10/18 | | | | | | | |
| Thursday | 01/11/18 | | | | | | | |
| Friday | 01/12/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 01/15/18 | Martin Luther King, JR Holiday | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 01/16/18 @ 10:00AM | | | | | | |
| Sunday | | 11 Working Days / 44.0 hrs half-time | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Total Hours Worked During Pay Period | | | | | | | | |

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending January 16 - 31, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | | |
|--|---|---------|----------|---------|--------------|-------|---------------|-----------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | 01/16/18 | | | | | | | | |
| Wednesday | 01/17/18 | | | | | | | | |
| Thursday | 01/18/18 | | | | | | | | |
| Friday | 01/19/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 01/22/18 | | | | | | | | |
| Tuesday | 01/23/18 | | | | | | | | |
| Wednesday | 01/24/18 | | | | | | | | |
| Thursday | 01/25/18 | | | | | | | | |
| Friday | 01/26/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 01/29/18 | | | | | | | | |
| Tuesday | 01/30/18 | | | | | | | | |
| Wednesday | 01/31/18 | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| 12 Working Days / 48.0 hrs half-time | | | | | | | | | |
| Web Time Entry due to Supervisor 01/31/18 @ 06:00PM | | | | | | | | | |

Total Hours Worked During Pay Period

| | |
|--|--|
| | |
|--|--|

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending February 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|---|---|---|----------|---------|--------------|-------|---------------|-----------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | 02/01/18 | | | | | | | |
| Friday | 02/02/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 02/05/18 | | | | | | | |
| Tuesday | 02/06/18 | | | | | | | |
| Wednesday | 02/07/18 | | | | | | | |
| Thursday | 02/08/18 | | | | | | | |
| Friday | 02/09/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 02/12/18 | | | | | | | |
| Tuesday | 02/13/18 | | | | | | | |
| Wednesday | 02/14/18 | | | | | | | |
| Thursday | 02/15/18 | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 02/14/18 @ 06:00PM | | | | | | |
| Sunday | | 11 Working Days / 44.0 hrs half-time | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Total Hours Worked During Pay Period | | | | | | | | |

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending February 16 - 28, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|---|---|--|----------|---------|----------|--------------|---------|---------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | 02/16/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 02/19/18 | | | | | | | | |
| Tuesday | 02/20/18 | | | | | | | | |
| Wednesday | 02/21/18 | | | | | | | | |
| Thursday | 02/22/18 | | | | | | | | |
| Friday | 02/23/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 02/26/18 | | | | | | | | |
| Tuesday | 02/27/18 | | | | | | | | |
| Wednesday | 02/28/18 | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | 9 Working Days / 36.0 hrs half-time | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 02/28/18 @ 06:00PM | | | | | | | |
| Total Hours Worked During Pay Period | | | | | | | | | |

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending March 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|---|----------|---------|--------------|-------|---------------|-----------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | 03/01/18 | | | | | | | |
| Friday | 03/02/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 03/05/18 | | | | | | | |
| Tuesday | 03/06/18 | | | | | | | |
| Wednesday | 03/07/18 | | | | | | | |
| Thursday | 03/08/18 | | | | | | | |
| Friday | 03/09/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 03/12/18 | <i>Spring Break</i> | | | | | | |
| Tuesday | 03/13/18 | | | | | | | |
| Wednesday | 03/14/18 | | | | | | | |
| Thursday | 03/15/18 | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 03/09/18 @ 06:00PM | | | | | | |
| Sunday | | 11 Working Days / 44.0 hrs half-time | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending March 16 - 31, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | | |
|-----------------|---|--|----------|---------|--------------|-------|---------------|-----------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | 11 Working Days / 44.0 hrs half-time | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | 03/16/18 | <i>Spring Break</i> | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 03/19/18 | | | | | | | | |
| Tuesday | 03/20/18 | | | | | | | | |
| Wednesday | 03/21/18 | | | | | | | | |
| Thursday | 03/22/18 | | | | | | | | |
| Friday | 03/23/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 03/26/18 | | | | | | | | |
| Tuesday | 03/27/18 | | | | | | | | |
| Wednesday | 03/28/18 | | | | | | | | |
| Thursday | 03/29/18 | | | | | | | | |
| Friday | 03/30/18 | <i>EASTER HOLIDAY</i> | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 03/29/18 @ 06:00PM | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending April 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|---|---|---|----------|---------|--------------|-------|---------------|-----------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | 04/02/18 | <i>EASTER HOLIDAY</i> | | | | | | |
| Tuesday | 04/03/18 | | | | | | | |
| Wednesday | 04/04/18 | | | | | | | |
| Thursday | 04/05/18 | | | | | | | |
| Friday | 04/06/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 04/09/18 | | | | | | | |
| Tuesday | 04/10/18 | | | | | | | |
| Wednesday | 04/11/18 | | | | | | | |
| Thursday | 04/12/18 | | | | | | | |
| Friday | 04/13/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 04/16/18 @ 12:00PM | | | | | | |
| Sunday | | 10 Working Days / 40.0 hrs half-time | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Total Hours Worked During Pay Period | | | | | | | | |

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending April 16 - 30, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|---|---|--|----------|---------|----------|--------------|---------|---------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 04/16/18 | | | | | | | | |
| Tuesday | 04/17/18 | | | | | | | | |
| Wednesday | 04/18/18 | | | | | | | | |
| Thursday | 04/19/18 | | | | | | | | |
| Friday | 04/20/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 04/23/18 | | | | | | | | |
| Tuesday | 04/24/18 | | | | | | | | |
| Wednesday | 04/25/18 | | | | | | | | |
| Thursday | 04/26/18 | | | | | | | | |
| Friday | 04/27/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 04/30/18 | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 05/01/18 @ 10:00AM | | | | | | | |
| Total Hours Worked During Pay Period | | | | | | | | | |

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending May 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|--|----------|---------|--------------|-------|---------------|-----------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | 05/01/18 | | | | | | | |
| Wednesday | 05/02/18 | | | | | | | |
| Thursday | 05/03/18 | | | | | | | |
| Friday | 05/04/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 05/07/18 | | | | | | | |
| Tuesday | 05/08/18 | | | | | | | |
| Wednesday | 05/09/18 | | | | | | | |
| Thursday | 05/10/18 | | | | | | | |
| Friday | 05/11/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 05/14/08 | | | | | | | |
| Tuesday | 05/15/08 | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | 11 Working Days / 44.0 hrs half-time | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 05/15/18 @ 10:00AM | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |

Total Hours Worked During Pay Period

| | |
|--|--|
| | |
|--|--|

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending May 16 - 31, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|--|----------|---------|--------------|-------|---------------|-----------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | 05/16/18 | | | | | | | |
| Thursday | 05/17/18 | | | | | | | |
| Friday | 05/18/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 05/21/18 | | | | | | | |
| Tuesday | 05/22/18 | | | | | | | |
| Wednesday | 05/23/18 | | | | | | | |
| Thursday | 05/24/18 | | | | | | | |
| Friday | 05/25/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 05/28/18 | | | | | | | |
| Tuesday | 05/29/18 | | | | | | | |
| Wednesday | 05/30/18 | | | | | | | |
| Thursday | 05/31/18 | | | | | | | |
| Friday | | 12 Working Days / 48.0 hrs half-time | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 05/31/18 @ 06:00PM | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

|| *NOTE: The President will make the (28th)
ultimate decision to give us Memorial Holiday

Employee Time Report

Name: _____

Period Ending June 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | | |
|-----------------|---|---|----------|---------|--------------|-------|---------------|-----------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | 06/01/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 06/04/18 | | | | | | | | |
| Tuesday | 06/05/18 | | | | | | | | |
| Wednesday | 06/06/18 | | | | | | | | |
| Thursday | 06/07/18 | | | | | | | | |
| Friday | 06/08/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 06/11/18 | | | | | | | | |
| Tuesday | 06/12/18 | | | | | | | | |
| Wednesday | 06/13/18 | | | | | | | | |
| Thursday | 06/14/18 | | | | | | | | |
| Friday | 06/15/18 | | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 06/15/18 @ 06:00PM | | | | | | | |
| Sunday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending June 16 - 30, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS | | |
|---|--|---------|----------|---------|--------------|-------|---------------|-----------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | 10 Working Days / 40.0 hrs half-time | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 06/18/18 | | | | | | | | |
| Tuesday | 06/19/18 | | | | | | | | |
| Wednesday | 06/20/18 | | | | | | | | |
| Thursday | 06/21/18 | | | | | | | | |
| Friday | 06/22/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 06/25/18 | | | | | | | | |
| Tuesday | 06/26/18 | | | | | | | | |
| Wednesday | 06/27/18 | | | | | | | | |
| Thursday | 06/28/18 | | | | | | | | |
| Friday | 06/29/18 | | | | | | | | |
| Saturday | Web Time Entry due to Supervisor 06/29/18 @ 06:00PM | | | | | | | | |
| Total Hours Worked During Pay Period | | | | | | | | | |

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending July 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | DAILY TOTALS | | WEEKLY TOTALS HRS./MIN. | |
|-----------------|---|--|----------|---------|--------------|-------|----------------------------|---------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | | MINUTES |
| Sunday | | | | | | | | |
| Monday | 07/02/18 | | | | | | | |
| Tuesday | 07/03/18 | | | | | | | |
| Wednesday | 07/04/18 | 4th of July Holiday | | | | | | |
| Thursday | 07/05/18 | | | | | | | |
| Friday | 07/06/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 07/09/18 | | | | | | | |
| Tuesday | 07/10/18 | | | | | | | |
| Wednesday | 07/11/18 | | | | | | | |
| Thursday | 07/12/18 | | | | | | | |
| Friday | 07/13/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | 10 Working Days / 40.0 hrs half-time | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 07/16/18 @ 12:00PM | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

Signature of Employee _____

\$ -
Hourly Rate

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

Signature of Supervisor _____

\$ -
Gross Pay

Employee Time Report

Name: _____

Period Ending July 16 - 31, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|--|----------|---------|----------|--------------|---------|---------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 07/16/18 | | | | | | | | |
| Tuesday | 07/17/18 | | | | | | | | |
| Wednesday | 07/18/18 | | | | | | | | |
| Thursday | 07/19/18 | | | | | | | | |
| Friday | 07/20/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 07/23/18 | | | | | | | | |
| Tuesday | 07/24/18 | | | | | | | | |
| Wednesday | 07/25/18 | | | | | | | | |
| Thursday | 07/26/18 | | | | | | | | |
| Friday | 07/27/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 07/30/18 | | | | | | | | |
| Tuesday | 07/31/18 | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | 12 Working Days / 48.0 hrs half-time | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 07/31/18 @ 06:00PM | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending August 1 - 15, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS | |
|-----------------|---|---|----------|---------|----------|--------------|---------|---------------|--|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | 08/01/18 | | | | | | | | |
| Thursday | 08/02/18 | | | | | | | | |
| Friday | 08/03/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 08/06/18 | | | | | | | | |
| Tuesday | 08/07/18 | | | | | | | | |
| Wednesday | 08/08/18 | | | | | | | | |
| Thursday | 08/09/18 | | | | | | | | |
| Friday | 08/10/18 | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | 08/13/18 | | | | | | | | |
| Tuesday | 08/14/18 | | | | | | | | |
| Wednesday | 08/15/18 | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | Web Time Entry due to Supervisor 08/14/18 @ 06:00PM | | | | | | | |
| Sunday | | 11 Working Days / 44.0 hrs half-time | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |
| Sunday | | | | | | | | | |
| Monday | | | | | | | | | |
| Tuesday | | | | | | | | | |
| Wednesday | | | | | | | | | |
| Thursday | | | | | | | | | |
| Friday | | | | | | | | | |
| Saturday | | | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending August 16 - 31, 2018

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS |
|-----------------|---|---------|----------|---------|----------|--------------|---------|---------------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | 12 Working Days / 48.0 hrs half-time | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | 08/16/18 | | | | | | | |
| Friday | 08/17/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 08/20/18 | | | | | | | |
| Tuesday | 08/21/18 | | | | | | | |
| Wednesday | 08/22/18 | | | | | | | |
| Thursday | 08/23/18 | | | | | | | |
| Friday | 08/24/18 | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | 08/27/18 | | | | | | | |
| Tuesday | 08/28/18 | | | | | | | |
| Wednesday | 08/29/18 | | | | | | | |
| Thursday | 08/30/18 | | | | | | | |
| Friday | 08/31/18 | | | | | | | |
| Saturday | Web Time Entry due to Supervisor 08/30/18 @ 06:00PM | | | | | | | |

Total Hours Worked During Pay Period

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____

Employee Time Report

Name: _____

Period Ending _____

Dept: _____

Coll ID#: _____

Acct. #: _____

| DAY OF THE WEEK | RECORD OF ACTUAL HOURS WORKED DURING PAY PERIOD | | | | | DAILY TOTALS | | WEEKLY TOTALS |
|-----------------|---|---------|----------|---------|----------|--------------|---------|---------------|
| | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | HOURS | MINUTES | HRS./MIN. |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |

Total Hours Worked During Pay Period

| | |
|--|--|
| | |
|--|--|

EMPLOYEE VERIFICATION - I certify that the information detailed above is a complete, true and accurate statement of the actual periods of time that I have worked (or that I will work) as an employee at Southwest Texas Junior College during the pay period noted above. I understand that this time sheet constitutes a legal documentation for remuneration made to me from Southwest Texas Junior College funds, and that intentionally false statements or misrepresentation made hereon may subject me to fine or imprisonment, or to both, under provisions of the U.S. Criminal Code

\$ -
Hourly Rate

Signature of Employee _____

SUPERVISOR VERIFICATION - I certify that I have reviewed this time sheet, that the employee has worked the hours cited above, that the work was performed in a satisfactory manner, and that the employee is entitled to the appropriate remuneration for the number of hours cited.

\$ -
Gross Pay

Signature of Supervisor _____