Palomar Community College District. 1140 West Mission Road, San Marcos CA 92069-1487

Payroll Time Report for Temporary Employees

Instructions: PLEASE READ CAREFULLY

1. Print or type the required information. **Do not use pencil.**
2. Report actual hours worked each day in the appropriate date space.
3. Reporting Period is from the 25th of the month through the 24th of the following month.
4. **Time Report is due in Payroll Services on the 25th of each month,** and it is paid on the 10th of the following month (when the 10th falls on a Saturday or on a Sunday, payday is the Friday before).
5. Employees must take a minimum 30-minute non-payable break after working for six consecutive hours.
6. Full and original signatures of the authorized supervisor and the employee are required.
7. Employees must report change of address to the Human Resource Services Office.

Reporting Period from **/25/** (Month Day Year) through **/24/** (Month Day Year)

Account Number

Code	Account	Department	Program	Project/Grant	%

Last Name	First	Initial	EMPLID

Position	Department

25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11

12	13	14	15	16	17	18	19	20	21	22	23	24	Total

I certify that the above information is true and correct.

_____
Supervisor's Name (print) Ext.

_____ _____
Employee's Signature Date Supervisor's Signature Date

For Payroll Use Only

Hrs. _____ X $_____
Rate $_____ Gross Total Pay $_____
Hrs. _____ X $_____

Days worked _____