

STUDENT Payroll Time Report

Instructions: PLEASE READ CAREFULLY

- Report actual hours worked each day and sick leave hours in the appropriate date space, sick hours are paid for scheduled work hours only.
 - If reporting sick hours, supervisors must confirm sick dates, hours, sick balance and if employee has been employed for ninety days. Failure to do this, may result in sick hours not being posted.
- Reporting Period begins the 16th of the month, ends the 15th of the following month and pay day is the last day of the month.
- For processing this time report, make sure these items are completed.
 - Employee has been hired and account number(s) added.
 - Full and **original signatures** of the authorized supervisor and the employee are required.
 - Sick leave balance has been verified.
- Email completed time report to PayrollDepartment@palomar.edu

Reporting Period from /16/ through / / 15/

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>EMPLID</i>
<i>Position</i>		<i>Department</i>	

Account Number					
Code	Account	Department	Program	Project/Grant	% or Hours

Student Hours Worked / Sick Hours

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Hours Worked																
Sick Hours																

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Hours Worked																
Sick Hours																

I certify that the above information is true and correct.

_____ Financial Aid Analyst's Signature		_____ Supervisor's Name (print)		_____ Extension	
_____ Employee's Signature		_____ Supervisor's Signature		_____ Date	
_____ Date		_____ CalWORKS Staff Assistant Signature		_____ Date	

Supervisor to complete this section for posting of sick hours:

Check box if reporting sick hours ☐ Current Sick Leave Balance: _____

Check box if employed for minimum of 90 days ☐

PAYROLL USE ONLY

Regular Hours _____ x Hourly Rate \$ _____ = \$ _____

Sick (SIC) Hours _____ x Hourly Rate \$ _____ = \$ _____