



SHORT-TERM 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 25th of the month, ends the 24th of the following month and pay day is the 10th 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 //25/ through / / /24/

<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

Short-Term Hours Worked / Sick Hours

	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
Hours Worked																
Sick Hours																

	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Hours Worked																
Sick Hours																

I certify that the above information is true and correct.

Supervisor's Name (print) _____ Extension _____

Employee's Signature _____ Date _____

Supervisor's 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 \$ _____ = \$ _____

GROSS TOTAL _____ DAYS WORKED _____

Revised 9.21.26

ENTERED