

Chabot-Las Positas Community College District  
**CLASSIFIED HOURLY EMPLOYEE TIME SHEET**

PLEASE PRINT ALL INFORMATION

- Chabot
- Las Positas
- DISTRICT:**
- Hayward
- Livermore
- Pleasanton

FOR PERIOD \_\_\_\_\_ /16 to \_\_\_\_\_ /15/ \_\_\_\_\_  
Month Month Year

NAME \_\_\_\_\_  
Last First Middle

DIVISION AREA \_\_\_\_\_

W/SSN \_\_\_\_\_

ACCT.: \_\_\_\_\_  
Fund Org Account Program

DATE	DAY OF WEEK	# OF HOURS WORKED	IF ABSENT, GIVE REASON
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
1			

DATE	DAY OF WEEK	# OF HOURS WORKED	IF ABSENT, GIVE REASON
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
TOTAL HOURS			

For Payroll Office Use Only	Code
REGULAR HOURS	
OVERTIME @ 1.5X	
OVERTIME @ 2X	

STRAIGHT TIME

OVERTIME

DESCRIPTION \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_