



COLLEGE of the DESERT

PT TIMESHEET - CLASSIFIED STAFF

**For the "Differential" column, please list only the hours you were required to be on campus. These are the only hours that will receive the additional 15% differential rate.
(The differential rate is calculated on the base hourly salary.)*

NAME: _____

PAY PERIOD: 11B 4/18/20 - 5/17/20

GALAXY ID #: _____

SUPERVISOR: _____

DATE	TIME WORKED			Hours Worked On Campus	TIME OFF					REMARKS	
	REG	OT	H	Eligible Differential *	V	S	PN	FC	B		
04/18/20 Sat											
04/19/20 Sun											
04/20/20 Mon											
04/21/20 Tue											
04/22/20 Wed											
04/23/20 Thu											
04/24/20 Fri											
04/25/20 Sat											
04/26/20 Sun											
04/27/20 Mon											
04/28/20 Tue											
04/29/20 Wed											
04/30/20 Thu											
05/01/20 Fri											
05/02/20 Sat											
05/03/20 Sun											
05/04/20 Mon											
05/05/20 Tue											
05/06/20 Wed											
05/07/20 Thu											
05/08/20 Fri											
05/09/20 Sat											
05/10/20 Sun											
05/11/20 Mon											
05/12/20 Tue											
05/13/20 Wed											
05/14/20 Thu											
05/15/20 Fri											
05/16/20 Sat											
05/17/20 Sun											
TOTAL											

Timesheets must be received in the Payroll Department **no later than the **14th** of this month. Unfortunately, due to County deadlines and restrictions, any timesheets received after that are not guaranteed to be included in that payroll cycle.

For Holidays – please notate the hours you would have worked that day in the “H” column. Additionally, if you actually worked on the holiday, please notate those hours in the “OT” column.

I hereby certify that the above is a true and accurate report of my service for the period indicated.

Employee Signature

Date

Supervisor Signature

Date

FOR PAYROLL USE ONLY		
FL _____	Rate \$ _____	
ADJ. CODE	HRS	AMOUNT