



COLLEGE of the DESERT

43-500 Monterey Ave., Palm Desert CA, 92260

PART TIME CLASSIFIED AND CONTRACT EMPLOYEE PAYROLL RECORD

NAME: _____
(LAST NAME, FIRST NAME)

GALAXY ID #: _____

POSITION: _____

PAY PERIOD: 10B 3/18/20 - 4/17/20

DEPARTMENT: _____

SUPERVISOR: _____

DATE	DAY	REG	OT	H	V	S	PN	FC	B	REMARKS
3/18/2020	WED									
3/19/2020	THU									
3/20/2020	FRI									
3/21/2020	SAT									
3/22/2020	SUN									
3/23/2020	MON									
3/24/2020	TUE									
3/25/2020	WED									
3/26/2020	THU									
3/27/2020	FRI									
3/28/2020	SAT									
3/29/2020	SUN									
3/30/2020	MON									
3/31/2020	TUE									
4/1/2020	WED									
4/2/2020	THU									
4/3/2020	FRI									
4/4/2020	SAT									
4/5/2020	SUN									
4/6/2020	MON									
4/7/2020	TUE									
4/8/2020	WED									
4/9/2020	THU									IN LIEU OF CESAR CHAVEZ
4/10/2020	FRI									SPRING HOLIDAY
4/11/2020	SAT									
4/12/2020	SUN									
4/13/2020	MON									
4/14/2020	TUE									
4/15/2020	WED									
4/16/2020	THU									
4/17/2020	FRI									
TOTAL										

Timesheets must be received in the Payroll Department **no later than the **20th** of each 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.

Signature of Employee Date

Authorized by immediate Supervisor Date

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