

# Hourly Work Report FY 2017



Employee: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Position:  Hourly Instructor       Hourly Staff       Substitute for \_\_\_\_\_  
(regular instructor's name)

Course/Project : \_\_\_\_\_

Reports missing course/project, location, or signatures will not be processed

**Grant Certification:** I hereby certify that \_\_\_\_\_% or \_\_\_\_\_ hours of the time reported was on work or projects that are reimbursable to the College through the following grant or contract:

Grant: \_\_\_\_\_ Initials: \_\_\_\_\_ Employee  
 \_\_\_\_\_ Supervisor

Check Date	Period Begin	Period End	Report Due
07/15/16	06/16/16	06/30/16	07/01/16
07/29/16	07/01/16	07/15/16	07/18/16
08/15/16	07/16/16	07/31/16	08/01/16
08/31/16	08/01/16	08/15/16	08/16/16
09/15/16	08/16/16	08/31/16	09/01/16
09/30/16	09/01/16	09/15/16	09/16/16
10/14/16	09/16/16	09/30/16	10/03/16
10/31/16	10/01/16	10/15/16	10/17/16
11/15/16	10/16/16	10/31/16	11/01/16
11/30/16	11/01/16	11/15/16	11/16/16
12/15/16	11/16/16	11/30/16	12/01/16
12/30/16	12/01/16	12/15/16	12/16/16
01/13/17	12/16/16	12/31/16	01/03/17
01/31/17	01/01/17	01/15/16	01/17/17
02/15/17	01/16/17	01/31/17	02/01/17
02/28/17	02/01/17	02/15/17	02/16/17
03/15/17	02/16/17	02/28/17	03/01/17
03/31/17	03/01/17	03/15/17	03/16/17
04/14/17	03/16/17	03/31/17	04/03/17
04/28/17	04/01/17	04/15/17	04/17/17
05/15/17	04/16/17	04/30/17	05/01/17
05/31/17	05/01/17	05/15/17	05/16/17
06/15/17	05/16/17	05/31/17	06/01/17
06/30/17	06/01/17	06/15/17	06/16/17

Day	Date	Hours*
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		

Mon		
Tue		
Wed		
Thu		
Fri		
Sat		

Mon		
Tue		
Wed		
Thu		
Fri		
Sat		

Total Hours \_\_\_\_\_  
 Hourly Rate \_\_\_\_\_  
 Gross Payment \_\_\_\_\_

**Signatures:** \_\_\_\_\_ Date \_\_\_\_\_  
 Employee \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Other \_\_\_\_\_

\* Round hours to the nearest quarter hour and report only hours actually worked.

**Reports are due to your supervisor by noon the first business day after the period end date.** It is the employees responsibility to verify that the supervisor has received the time sheet and forwarded it to the Accounting Department.