

Glendale Community College
Student Assistant – Monthly Time Sheet

Student Name:

GCC ID #:

Pay Period:

*Checks for this pay period mailed
September 10, 2023

Total Hours for this pay period (include sick time):

Sick Leave Hours used for this pay period:

Department:

Week of	07/17/23	07/24/23	07/31/23	08/07/23	08/14/23
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL# of Hours					

*Pay period ends 8/15

For Supervisors Use:

Account Number:

Hourly Rate:

Supervisor's Name:

Date:

Special Notes:

- *Due Dates are listed on the Student Assistant Payroll Schedule.
- *Late timesheets will result in a month delay in payment and must be approved by the Director of Career Services.
- *Any timesheet more than a month late must be approved by the Director of Career Services.
- *Sick leave must be reported, please note on the date and # of hours.
- *The work of the Student Assistant was completed satisfactorily.
- *I hereby certify that all information is accurate.