

**HUMAN RESOURCES** **CERTIFICATED HOURLY TIMESHEET**

14000 Fruitvale Avenue / Saratoga, CA 95070

Employee Name (Print) \_\_\_\_\_  
Last First MI

Datatel ID# \_\_\_\_\_

Department / Division \_\_\_\_\_

Period Worked \_\_\_\_\_  
Month

INDICATE TYPE OF ASSIGNMENT:

[ ] Team Teaching  
 [ ] Class / Hrs. by Arrangement  
 [ ] Librarians / Counselors  
 [ ] Evening Administrator  
 [ ] Substitute  
 [ ] Employee sub for \_\_\_\_\_

Reason \_\_\_\_\_

Other \_\_\_\_\_

Section / Description

	LEC	LAB	OTHER		LEC	LAB	OTHER		LEC	LAB	OTHER		LEC	LAB	OTHER
1				17				1				17			
2				18				2				18			
3				19				3				19			
4				20				4				20			
5				21				5				21			
6				22				6				22			
7				23				7				23			
8				24				8				24			
9				25				9				25			
10				26				10				26			
11				27				11				27			
12				28				12				28			
13				29				13				29			
14				30				14				30			
15				31				15				31			
16								16							

				ASSIGNED BY BUDGET ADMINISTRATOR			
Total Lecture Hours	Rate	Amt.		Datatel Acct./			
Total Lab Hours	Rate	Amt.		Datatel Acct./			
Total Other Hours	Rate	Amt.		Datatel Acct./			

Total Amt. \_\_\_\_\_

Authorized for Payment \_\_\_\_\_  
 Appropriate Mgmt Signature

I certify that the hours reflected above are accurate \_\_\_\_\_  
 Employee Signature