

KIRKWOOD COMMUNITY COLLEGE

SPONSORED PROGRAM TIMESHEET

Timesheet for payroll period ending: _____, 2004 Social Security #: _____

Name: _____ Cost Center Codes: _____

Department: _____

Week Day	Date	Hours	Date	Hours	Date	Hours	Reason for Overtime	Approved By
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Weekly Totals								Totals
Regular Hours								Regular
Overtime Hours								Overtime

Pay Rate \$ Per Hour

I certify that this is a true and correct record of the actual time I worked during the pay period, and I further certify that I have worked in accordance with the job description for my position.

Employee: _____ Date: _____

I certify that I have first hand knowledge of the actual time and effort expended by this employee during the period shown above and the certification made by this employee is a reasonable estimation of their time and effort.

Supervisor: _____ Date: _____

Note for Part-time Employees: Mark your time sheet for actual hours worked through the appropriate cutoff date shown on the calendar of payroll cutoff dates.

* Sponsored Agreement means any grant, contract, cooperative agreement or other agreement between Kirkwood Community College and the federal government or with the state government when the State awards the college federal pass through funds.