



SAC-STUDENT PLACEMENT OFFICE
1530 W. 17th STREET, Santa Ana, CA
92706

SCC-STUDENT PLACEMENT OFFICE
8045 E. CHAPMAN AVENUE, Orange, CA
92869

Student Monthly Time Sheet

The dates and times must be accurate with no time segments less than fifteen minutes nor should students be allowed to work more than the average weekly hours assigned on any given pay period. Any change in Student's employment status must be reported to the Student Placement Office immediately. When using sick leave enter "S" and number of hours being used in appropriate boxes. The Supervisor initials are required when there is a correction made, work is performed on weekends, and when sick leave is used.

Name:	Student's Name	Colleague ID:	0000000
Supervisor Name:	Supervisor's Name	Monthly Hrs. Assigned:	80.00
Position ID:	2JOB-SD-00000	Pay Rate:	15.50
Pay Period:	06/11/2021-07/10/2021	Time Report Due:	07/11/2021
Enroll Term	2021SU	Current Active Units:	9.00000

F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	Total								
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10									
	xx	xx	2	3.25		5.5	5	xx	xx	2	4.75	8		5	xx	xx	2	4.75	8		--	xx	xx	2	4.75	8		5	xx	70								
																						SP	←															Spvr Initials
																						S	←															S (SICK)
																						3	←															# "S" HRS

% of Time	Account #	Program Title
100.00	12_0000_631000_11111_2340	Training/Work Study/Job Placement

I certify that the information recorded on this report is true and correct to the best of my knowledge.

Supervisor Signature REQUIRED

Please terminate this student. Date _____

Student Signature REQUIRED

Student Placement Office _____

Timesheet Guidelines:

- Do not use fractions. Use whole numbers and decimals rounding to the nearest quarter hour (.25, .5, .75)
- Add and report Total hours in the space provided
- Refer to the example in red when reporting Sick Hours
- Late timesheets are accepted but may result in a one-month delay in receiving a paycheck