

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
CITY COLLEGE OF SAN FRANCISCO**

<b>EXTRA-PAY/HOURLY ASSIGNMENTS CERTIFICATED TIMESHEET</b>
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NAME (please print) Last,	First	SOCIAL SECURITY NO.
PAY PERIOD NO.	From:  To:	DEPARTMENT:
		EMPLOYEE STATUS (check one)  <input type="radio"/> Full-Time <input type="radio"/> Part-Time

**EACH TIME REPORT SHALL CONTAIN THE RECORD OF ONLY ONE PAY PERIOD**

*ACTIVITY CODE <small>(PLEASE LIST CORRESPONDING CODE TO ACTIVITY)</small>	*ACTIVITY CODE	DAY OF WEEK	DATE OF SERVICE	TIME (specify a.m./p.m.)	NO. OF HOURS	PRINT ACTIVITY SUPERVISOR'S NAME	**FUNDING CODE
1 = General Counseling							
2 = Matriculation							
3 = CDPC							
4 = EOPS							
5 = Student Health							
6 = DSPS							
7 = Transfer Center							
8 = Guidance Class							
9 = Other (specify)							
*****							
**FUNDING CODE <small>(PLEASE LIST FUNDING CODE)</small>							
D = District							
G = Grant							
M = Matriculation							
<b>TOTAL NUMBER OF HOURS ►</b>							

**● FILE THIS TIME REPORT IN THE COLLEGE PAYROLL OFFICE, E-104 ●**

I certify this is an accurate record of hours that I have worked.

Employee's Signature \_\_\_\_\_ Date of Filing \_\_\_\_\_

Campus Telephone No. \_\_\_\_\_

**◀ SEE OTHER SIDE FOR INSTRUCTIONS ▶**

# INSTRUCTIONS RELATING TO CERTIFICATED

## TIME REPORTS

In order to insure that these time reports shall be properly prepared in conformity with the rules of the Governing Board, faculty members are directed to follow these instructions carefully:

1. All assignments require a Governing Board approved resolution before the services can be paid.
2. Enter separately each day of service even if an assignment covers a number of school days in succession. For example, if services cover a period of eight school days from the thirteenth to twenty-second of August, do not write "August 13 - 22" but instead enter on the record "August 13, 14, 15, 16, 17, 20, 21, 22."
3. Each counseling faculty member will be held responsible for the accuracy of the time report on each assignment.
4. At the time of filing, each report must be properly signed by the faculty member and include his/her campus telephone number.
5. Certificated time reports filled out as instructed above, must be filed in the Payroll Department, E-104 in accordance with the publicized schedule.
6. Failure to comply with these instructions may result in a delay in the receipt of the salary warrant.
7. If additional space is needed to record your hours of service, please attach an additional timesheet.