

# Whatcom Community College

## Semi-Monthly Time Sheet for Hourly Employees

(See reverse side for pay dates)

Employees' SID Number \_\_\_\_\_ Month/Year \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Enter address changes only: \_\_\_\_\_

An employee's withholding allowance certificate (W4 and I-9) must be on file in the Human Resources prior to payment.

HOURS					TOTAL	HOURS					TOTAL
DATE	FROM	TO	FROM	TO	DAILY TOTAL	DATE	FROM	TO	FROM	TO	DAILY TOTAL

GRAND TOTAL HOURS \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY SUPERVISOR**

RATE OF PAY \_\_\_\_\_

PROGRAM \_\_\_\_\_ DEPT \_\_\_\_\_

- I certify to the best of my knowledge this timesheet is a true statement of the hours worked by this employee and that the time expended performing the program duties is reasonable in relation to the work performed. I further certify that if this employee is in a work-study program, they do not displace regular employee.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Whatcom Community College

## PAYROLL DATES CALENDAR

### Supervisors:

### Timesheets due into

### HR/PAYROLL

### PAY DATE

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January 16, 2019	January 25, 2019
February 01, 2019	February 11, 2019
February 19, 2019**	February 26, 2019
March 01, 2019	March 09, 2019
March 18, 2019	March 25, 2019
April 02, 2019	April 10, 2019
April 17, 2019	April 25, 2019
May 02, 2019	May 10, 2019
May 16, 2019	May 24, 2019
June 03, 2019 **	June 10, 2019
June 17, 2019	June 25, 2019
July 01, 2019	July 10, 2019
July 17, 2019	July 25, 2019
August 02, 2019	August 09, 2019
August 16, 2019	August 26, 2019
September 03, 2019 **	September 10, 2019
September 17, 2019	September 25, 2019
October 02, 2019	October 10, 2019
October 17, 2019	October 25, 2019
November 01, 2019	November 08, 2019
November 18, 2019	November 25, 2019
December 02, 2019	December 10, 2019
December 16, 2019	December 24, 2019

\*Employees: Timesheets are due into Dept. / Supvr. at end of shift on 15<sup>th</sup>/31<sup>st</sup>.

\*\*Supervisors: Please note that deadlines may be day after end of payroll cycle. Timesheets due into HR for these dates will be due by 12pm.