

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

January 02, 2020	January 10, 2020
January 16, 2020**	January 24, 2020
February 03,2020**	February 10, 2020
February 18, 2020	February 25, 2020
March 02, 2020	March 10, 2020
March 16, 2020	March 25, 2020
April 01, 2020	April 10, 2020
April 16, 2020	April 24, 2020
May 01, 2020	May11, 2020
May 18, 2020 **	May 22, 2020
June 01, 2020	June 10, 2020
June 16, 2020	June 25, 2020
July 01, 2020	July 10, 2020
July 16, 2020	July 24, 2020
August 03, 2020	August 10, 2020
August 17, 2020	August 25, 2020
September 01, 2020	September 10,2020
September 16, 2020	September 25,2020
October 01, 2020	October 09, 2020
October 16, 2020	October 26, 2020
November 02, 2020	November 10, 2020
November 16, 2020	November 25, 2020
December 01, 2020	December 10, 2020
December 16, 2020	December 24, 2020

Employees: Timesheets are to be turned in to your Dept Supervisor at end of shift on 15/31st

****Supervisors:** Please note that deadlines may be day after end of payroll cycle. Time sheets due into HR for these dates will be due by 12pm. Please make necessary adjustments to ensure time sheets are not turned in late. Please reach out to Payroll if you have any questions.