HHS Division - Faculty Timesheet for Non-Contracted Hours

Please email completed form to lcc-hhs@lcc.edu. Forms received incomplete OR after **2:00pm EVERY THURSDAY** results in additional work for Supervisors, Support Staff and Payroll Department. It may also result in delayed payment.

**Submission Date:**

# Faculty Member Name: Program(s) (Org):

**Contact Information:**

|  |
| --- |
| **Non-Contracted Activity #1** |
| Explanation of Hours/Detailed Description | Grant related? | Course Code | CRN |
|  | YESNO |  |  |
| Date | Start Time | End Time | Total Hours | Timekeeper Notes/Corrections | Pay Code |
|  |  |  |  |  |  |
| **Non-Contracted Activity #2** |
| Explanation of Hours/Detailed Description | Grant related? | Course Code | CRN |
|  | YESNO |  |  |
| Date | Start Time | End Time | Total Hours | Timekeeper Notes/Corrections | Pay Code |
|  |  |  |  |  |  |
| **Non-Contracted Activity #3** |
| Explanation of Hours/Detailed Description | Grant related? | Course Code | CRN |
|  | YESNO |  |  |
| Date | Start Time | End Time | Total Hours | Timekeeper Notes/Corrections | Pay Code |
|  |  |  |  |  |  |
| **Non-Contracted Activity #4** |
| Explanation of Hours/Detailed Description | Grant related? | Course Code | CRN |
|  | YESNO |  |  |
| Date | Start Time | End Time | Total Hours | Timekeeper Notes/Corrections | Pay Code |
|  |  |  |  |  |  |
| **Non-Contracted Activity #5** |
| Explanation of Hours/Detailed Description | Grant related? | Course Code | CRN |
|  | YESNO |  |  |
| Date | Start Time | End Time | Total Hours | Timekeeper Notes/Corrections | Pay Code |
|  |  |  |  |  |  |

For Timekeeper Use Only

# Timekeeper Name: Pay Period:

**Form Received:**

# Banner Entry Date: Banner Submission Date: Total Hours Submitted: