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. 2024 New request:

In the email subject line include the name of your Lead Support. This helps with processing time especially if your lead is on break.

Faculty Member Name:	Contact Information:
Program(s) (Org):	Submission Date:

Non Contracted Activity #1								
Explanation of Hours/Detailed Description			Grant related?	Course Code	CRN			
				□ YES				
				□ NO				
Date	Start Time	End Time	Total Hours	Timekeeper Notes	s/Corrections	Pay Code		
	□ AM	□ AM						
	□ PM	□ PM						
Non Contracted Activity #2								
Explanation of Hours/Detailed Description			Grant related?	Course Code	CRN			
				□ YES				
				□ NO				
Date	Start Time	End Time	Total Hours	Timekeeper Notes	s/Corrections	Pay Code		
2410	□ AM	□ AM	rotarriours	TimeReeper Hotel	5, 6611 666.6115	· ay code		
	□ PM	□ PM						
Non Contracted Activity #3								
Explanation of Hours/Detailed Description			Grant related?	Course Code	CRN			
				□ YES				
				□ NO				
Data	Ctart Time	End Time	Total Hours		c/Corrections	Day Cada		
Date	Start Time □ AM		Total Hours	Timekeeper Notes	s/corrections	Pay Code		
	□ PM	□ PM						
		Non Contracte	d Activity #4					
Explana	tion of Hours/Detai			Grant related?	Course Code	CRN		
				□ YES				
				□ NO				
		- 1-			/0			
Date	Start Time	End Time	Total Hours	Timekeeper Notes	s/Corrections	Pay Code		
	□ AM □ PM	□ AM □ PM						
			d Activity #5					
Non Contracted Activity #5 Explanation of Hours/Detailed Description Grant related? Course Code					CRN			
					Course coue	Citit		
				□ YES				
			□ NO					
Date	Start Time	End Time	Total Hours	Timekeeper Note	s/Corrections	Pay Code		
	□ AM	□ AM						
	□ PM l	□ PM						

For Timekeeper Use Only

Timekeeper Name:	Banner Entry Date:
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Pay Period: Banner Submission Date:

Form Received: Total Hours Submitted: