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/Corrections**		**Pay Code**
	□ AM □ PM	□ AM □ 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/Corrections**		**Pay Code**
	□ AM □ PM	□ AM □ PM				

Non Contracted Activity #3

Explanation of Hours/Detailed Description				Grant related?	Course Code	CRN
				□ YES □ NO		
Date	**Start Time**	**End Time**	**Total Hours**	**Timekeeper Notes/Corrections**		**Pay Code**
	□ AM □ PM	□ AM □ PM				

Non Contracted Activity #4

Explanation of Hours/Detailed Description				Grant related?	Course Code	CRN
				□ YES □ NO		
Date	**Start Time**	**End Time**	**Total Hours**	**Timekeeper Notes/Corrections**		**Pay Code**
	□ AM □ PM	□ AM □ PM				

Non Contracted Activity #5

Explanation of Hours/Detailed Description				Grant related?	Course Code	CRN
				□ YES □ NO		
Date	**Start Time**	**End Time**	**Total Hours**	**Timekeeper Notes/Corrections**		**Pay Code**
	□ AM □ PM	□ AM □ PM				

For Timekeeper Use Only

Timekeeper Name:

Banner Entry Date:

Pay Period:

Banner Submission Date:

Form Received:

Total Hours Submitted: