HHS Division - Faculty Timesheet for Non-Contracted Hours

Please email completed form to [lcc-hhs@lcc.edu.](mailto: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 |
|  | | | | YES  NO |  |  |
| 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 |
|  | | | | YES  NO |  |  |
| 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 |
|  | | | | YES  NO |  |  |
| 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 |
|  | | | | YES  NO |  |  |
| 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 |
|  | | | | YES  NO |  |  |
| 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: