

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
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
Date	Start Time	End Time	Total Hours	Timekeeper Notes/Corrections	Pay Code	
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM				
Non Contracted Activity #2						
Explanation of Hours/Detailed Description				Grant related?	Course Code	CRN
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
Date	Start Time	End Time	Total Hours	Timekeeper Notes/Corrections	Pay Code	
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM				
Non Contracted Activity #3						
Explanation of Hours/Detailed Description				Grant related?	Course Code	CRN
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
Date	Start Time	End Time	Total Hours	Timekeeper Notes/Corrections	Pay Code	
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM				
Non Contracted Activity #4						
Explanation of Hours/Detailed Description				Grant related?	Course Code	CRN
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
Date	Start Time	End Time	Total Hours	Timekeeper Notes/Corrections	Pay Code	
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM				
Non Contracted Activity #5						
Explanation of Hours/Detailed Description				Grant related?	Course Code	CRN
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
Date	Start Time	End Time	Total Hours	Timekeeper Notes/Corrections	Pay Code	
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM				

For Timekeeper Use Only

Timekeeper Name:

Banner Entry Date:

Pay Period:

Banner Submission Date:

Form Received:

Total Hours Submitted: