Student & Temporary Staff Timesheets

- Print your time-sheet or use a pen (do not complete with a pencil).

- Record hours in .25 hour increments, examples:
  - 15 minutes = .25
  - 30 minutes = .50
  - 45 minutes = .75
  - 1 hour and 15 minutes = 1.25
  - 1 and ½ hours = 1.50
  - 1 and ¾ hours = 1.75

- Employee and supervisor should initial any corrections made.

- Supervisors must forward timesheets and absence forms to the Payroll Department after signing.

TEMP STAFF TIME REPORT

KCTCS
Kentucky Community & Technical College System

Dept# 41200000	**College Name**	Bluegrass Community & Technical College

REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Employee Name	Employee ID	Position #	Begin Date	End Date

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		TOTAL
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
WKS Workstudy											3.00			3.00	3.00		9.00
AMR America Reads																	-
RTW Ready to Work																	-
STU Student																	-
REG TEMP																	-
Totals	-	-	-	-	-	-	-	-	-	-	3.00	-	-	3.00	3.00	-	9.00

example of Federal Workstudy Student who worked July 11, 14 & 15 for 3 hours per day

Please enter the hours on the line next to your correct earn code. If you are unsure, contact Payroll.

The row with 1-15 refers to the 1st through the 15th of the month. The row with 16-31 refers to the 16th through the 30th(31st) of the month.

DO NOT USE PENCIL. EMPLOYEE AND SUPERVISOR SHOULD INITIAL ALL CORRECTIONS. SUBMIT BY DUE DATE... REFER TO SCHEDULE OR EMAIL REMINDERS

*Use the following earnings codes if necessary (refer to listing for additional cc OVT – Overtime   HOT – 1.5 Overtime

Summary Data for bi-monthly pay period.

Program	Hours	Pay Rate	Amount	Position #	Account Number
WKS					
AMR					
RTW					
STU					
REG					

I certify that the hours entered above are the hours worked by me in this pay period.   **Employee Signature** _____

I certify that the hours entered above are the hours worked in the pay period by the above-named e **Supervisor Signature** _____

Earn Codes

WKS Federal work-study students

RTW Ready to work students

STU Temporary staff also enrolled in classes at BCTC but not being paid through Federal work-study or Ready-to-work grants.

REG Temporary staff not enrolled in classes at BCTC.