

White: Payroll  
Yellow: Instructor

EMPLOYEE# \_\_\_\_\_



Palo Verde College

### PART-TIME INSTRUCTOR TIME REPORT

**NOTE:** Separate time reports **must** be submitted for each course. **Incomplete time reports will be returned.**

All time reports **must** be submitted by the **10<sup>th</sup>** day of each month.

NAME: \_\_\_\_\_ TELEPHONE#: \_\_\_\_\_

FULL COURSE NUMBER & TITLE: \_\_\_\_\_

(i.e. XXX-000-00 / Basic Education)

SCHEDULED DAY AND TIME: \_\_\_\_\_ # HRS PER DAY: \_\_\_\_\_

(i.e. MW - 1:00p-2:20P)

SEMESTER REPORTING PERIOD \_\_\_\_\_

Summer/Spring/Fall

Month/Year (i.e. Aug 04)

TOTAL HOURS SERVED THIS TIME PERIOD: \_\_\_\_\_

INDICATE NUMBER OF HOURS OF INSTRUCTION IN EACH BLOCK. IF ABSENT, PLACE LETTER "A" IN BLOCK

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Number of Hours of Instruction																

Day of Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Number of Hours of Instruction																

Below please briefly state the reason for any absence, i.e., illness, etc.

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above is a true and correct statement of the hours served during this period.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

TOTAL HOURS \_\_\_\_\_

RATE OF PAY \$ \_\_\_\_\_

TOTAL EARNINGS THIS PERIOD \$ \_\_\_\_\_

PAY PD	ADJ CODE	JOB CODE	INITIALS