



HARTNELL COLLEGE

ACADEMIC TIMESHEET

FOR CURRENT PAY PERIOD ____ / 11 / ____ TO ____ / 10 / ____

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Employee Name

Datatel ID #

Position ID

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Course/Section

Description

☐ Substituted For: _____ ☐ NIC ☐ Part-time

DATE		Lab Hours	
	Lec Hours		Office Use
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

DATE		Lab Hours	Office Use
	Lec Hours		
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

GT*

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*GRAND TOTALS

Employee Certification: I certify I worked the hours recorded on this timesheet. I understand falsification of the above statement will result in the immediate collection by Hartnell College of excess funds paid.

Instructor's Signature

Date

Authorizing Signature

Date

Line 1: _____
Line 2: _____
Line 3: _____
Line 4: _____

