



**Late Time Sheets (or Time Not Included on WTE)
(Not Completed and/or Submitted and Approved on Web-Time Entry)**

Supervisor: See Position Selection on WTE	
Position #: See Position Selection on WTE	
Title:	
Department:	

Job Classification

Classified/CMS

ST Hourly/Prof. Experts

Student Assistant

EMPLOYEE Name:		Timesheet for Month of:	
AVC ID#:			

INSTRUCTIONS

- Student and Hourly Employees:** In *Hours Worked* column, record all unpaid hours. Record Sick in Other Time. **Classified/CMS:** Only record EXCEPTIONS. Use *Other Time* to indicate Earn Code (Vac/Sick/PN/OT/CTE/ETC).
- *The **Employee** and the **Employee's Supervisor** must sign this timesheet.
- This time sheet is to be completed only if Web-Time entry was not completed by Employee and/or approved by the Supervisor by the Web Time entry deadline (or time was not included on approved WTE.)
- PLEASE NOTE:** Since WTE timesheets were not completed and submitted by the 'submit by date' these hours will not be processed for pay until the following pay period. Address any concerns to Debby Hackenberg, PR Supervisor.
- Pay Day:** See Calendar at MyAVC/Administration/Human Resources/Payroll/Banner Timesheet Calendars
Pick Up Time (Checks Only): Mon-Thurs: 2:00pm – 5:00pm, Friday: 9:00am – 11:30am

Date/Day	Hours Worked	Other Time	Reason	Date/Day	Hours Worked	Other Time	Reason
	1		Missed Banner Web Time Entry		17		Missed Banner Web Time Entry
	2		Missed Banner Web Time Entry		18		Missed Banner Web Time Entry
	3		Missed Banner Web Time Entry		19		Missed Banner Web Time Entry
	4		Missed Banner Web Time Entry		20		Missed Banner Web Time Entry
	5		Missed Banner Web Time Entry		21		Missed Banner Web Time Entry
	6		Missed Banner Web Time Entry		22		Missed Banner Web Time Entry
	7		Missed Banner Web Time Entry		23		Missed Banner Web Time Entry
	8		Missed Banner Web Time Entry		24		Missed Banner Web Time Entry
	9		Missed Banner Web Time Entry		25		Missed Banner Web Time Entry
	10		Missed Banner Web Time Entry		26		Missed Banner Web Time Entry
	11		Missed Banner Web Time Entry		27		Missed Banner Web Time Entry
	12		Missed Banner Web Time Entry		28		Missed Banner Web Time Entry
	13		Missed Banner Web Time Entry		29		Missed Banner Web Time Entry
	14		Missed Banner Web Time Entry		30		Missed Banner Web Time Entry
	15		Missed Banner Web Time Entry		31		Missed Banner Web Time Entry
	16		Missed Banner Web Time Entry				
Total Hrs. Worked:							Total # Days Worked

I hereby certify that I have worked the number of hours indicated above and therefore request payment. (Required for payment)

Employee Signature:
Date:

I have examined this document and certify the employee's time report is complete and correct. (Required for payment.)

Employer Signature:
Date:

Dean/Coordinator Signature:
Date:

Total Hrs. Paid:	
Verify with WTE:	

Payroll Use Only