Time Reporting for all Regular and Part-time Staff, Casual Temporary Staff, and Student Aides/Assistants

If you are unable to perform your duties while we are in remote status, enter your hours as Administrative Leave.

*Enter the number of hours per day you would have worked in this section

ⓘ To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: Temp - OHRDE -- T22400-01
Department and Number: HumanResources/Strategic Talent Mgt -- 224000
Time Sheet Period: May 02,2020 to May 15,2020
Submit By Date: May 15,2020 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 02,2020	Sunday May 03,2020	Monday May 04,2020	Tuesday May 05,2020	Wednesday May 06,2020	Thursday May 07,2020	Friday May 08,2020
Casual Temp Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.5 - Accruing	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Facilities Outside Use	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Perf. Arts Outside Use	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sign Interpreter	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sign Interpreter - WD & CE	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sign Interpreter - ESL Grant	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Perf Arts/Outside use/OTP	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick and Safe Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA - FFCRA 2/3 Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Shift Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

*Example: scheduled to work a 6 hour day, but only worked 2 hours

Work	Hours	Code on Timesheet
Unable to perform duties in a remote environment	4.00 hours	ADM
Able to perform duties in a remote environment	2.00 hours	REG

MONTGOMERY COLLEGE