

TIMESHEET DEADLINES

DEADLINES → → → →	1st of MONTH	5th of MONTH
<i>Employee Type</i>	<i>EMPLOYEE Completes Timesheet with Hours From:</i>	<i>SUPERVISOR Review, Add Account Code, Sign, Forward to:</i>
Permanent - Classified	Current Month (OT or Without Pay from Previous Month)	Payroll Clerk
Permanent - ASM	Current Month (OT or Without Pay from Previous Month)	Payroll Clerk
Part-Time Faculty	Previous Month	Instruction Office
Short-Term, Substitute Classified	Previous Month	Human Resources
Students - Paid by Workstudy	Previous Month	Financial Aid Office
Students - Paid by District	Previous Month	Human Resources
Students - Paid by Grant Funds	Previous Month	Supervising Grant Office
Student - Tutors	Previous Month	Tutoring Coordinator