

## Faculty Time Sheet

Org Code:	Contract Number	Last Name:	First Name:	Banner I.D.	Pay Period Start/End Date:	
Department:		Position Number:	Distribution: Yellow to Dept.      Pink to Employee White to Payroll		Employee' Signature:	Approved By:

Mode of Pay	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Contact Hours	TOTAL HOURS
Classroom Related (e.g. lecture, seminar, tutorial, clarification)															16	
Reality Learning environment (e.g. clinical, supervision)															20	
Simulated Learning Environment (e.g. labs, shops and studios)															24	
Individual Learning Environments/tutoring															24	
Practicum supervision/Field Experience (Orientation Of Preceptors)															32	
Librarians and Other Faculty Not Covered Above (Meetings, Curriculum Development)															35	

Comments:

Timesheets must be submitted to Divisional Dean/Director not later than 3:00pm Tuesdays after the last pay day.  
 Approved timesheet must be submitted to Payroll not later than 12:00pm on Wednesday after pay day.

**For Payroll Use Only**