

**IMPERIAL VALLEY COLLEGE
PROFESSIONAL EXPERT MONTHLY TIME RECORD**

Name: _____ G#: _____ Dept: _____

Pay Period (month): _____ 11th through (month): _____ 10th (year) _____

TIMESHEET DEADLINE: Timesheets MUST BE received in the Human Resources Office NO LATER than 4:30 p.m. on the 11th of the month with ALL appropriate signatures.

Date	Hours	Assignment	Account	Hourly Rate	Total
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Grand Total					

Employee: _____

Date: _____

Area Dean: _____

Date: _____

CHRO (verified as Professional Expert): _____

Date: _____

For HR Use Only: 11th - 31st Hours: _____ 1st -10th Hours: _____