

EMPLOYEE INSTRUCTIONS

1. Fill in NAME, DEPARTMENT and JOB TITLE.
2. Circle the MONTH you are reporting and mark the box for the TIME PERIOD you are reporting (either 1st-15th or 16th-EOM).
3. Mark your employee category (Student, Temporary Classified or Community Services).
4. Mark box to indicate whether this is an Original Daily Hours Worked Report or an Adjusted Daily Hours Worked Report (used to submit corrections from the previous daily hours worked reports if necessary-see instructions below).
5. Each day you work, record your TIME IN, TIME OUT and the length of lunch period taken (0, 30 or 60 minutes).
 - Employees are entitled to an unpaid meal break if they work at least 5 hours in a workday. The meal break must be at least 30 minutes. However, if the total work period for the day is less than 6 hours, the employee and employer may legally agree to relinquish the meal break.
 - Multiple “Time In” and “Time Out” spaces are available each day for students working a split shift. For example a student may work 10am – 11am, leave to attend class and then return and work 2pm-5pm on the same day.
6. At the end of the reporting period sign and date the EMPLOYEE SIGNATURE section and submit to supervisor.

SUPERVISOR INSTRUCTIONS

1. Verify the daily time reported by the employee then calculate and enter the daily regular hours and any overtime hours worked that day.
2. Enter any sick leave hours used that day.
3. At the end of the reporting period fill in the DEPARTMENT APPROVAL section on the Daily Hours Worked Report.
4. Log in to the [myTime](#) reporting system. (See [myTime](#) Quick Start Guide and instructions)
5. Enter the data from each employee’s Daily Hours Worked Report in the [myTime](#) reporting system. (See [myTime](#) Quick Start Guide and instructions)
6. Submit timesheets in [myTime](#) reporting system. (See [myTime](#) Quick Start Guide and instructions)
7. Send the signed, completed Daily Hours Worked Report document to the appropriate payroll specialist for reconciliation and storage.

OVERTIME RULES / CALCULATION EXAMPLES

Regular hours cannot exceed 8 hours in any given day; any hours worked that exceed 8 hours in a day are overtime. Please refer to the “*Overtime Guide*” for further guidance and examples.

ADJUSTED DAILY HOURS WORKED REPORT

If you discover there is an error or omission in a myTime report that has already been submitted, call the Payroll Manager (x4327) immediately to determine what process to follow for the adjustment. Print a new Daily Hours Worked Report and;

- Fill in the employee information, indicate the employee type and indicate in the Daily Hours Worked Report Type section that this is a “Adjusted” report.
- Circle the month the adjusted report is for, and indicate 1 - 15th or 16th – EOM.
- **Only enter the information that changed from the original report submitted.**
- Have the employee sign and date the adjusted report.
- Complete the Department Approval Section.
- If instructed by Payroll Manager, enter the revised information in myTime.
- Forward the adjusted Daily Hours Worked Report to the Payroll Department for reconciliation and storage.

IMPORTANT REMINDERS REGARDING STUDENT EMPLOYMENT

- At Santa Monica College, student employees are restricted to working no more than 7 hours in any given day and not more than 19.5 hours per week during fall/spring semesters or 30 hours per week during the winter/summer semesters.
- There should NEVER be overtime reported for student employees. Any department found to be in violation of these restrictions could lose the privilege of employing student employees.

DAILY HOURS WORKED REPORT



Last Name, First Name, Middle Initial
Department
Job Title

Employee Type	
	Student
	Temporary (incl. non-merit)
	Community Services Specialist

 See Attached Report

Daily Hours Worked Report Type	
	Original
	Adjusted

Circle the Month Being Reported: January February March April May June July August September October November December

"X" Period Reported		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16th - EOM		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Employee	Time In																
	Time Out																
	Time In (Split Shift)																
	Time Out (Split Shift)																
	Time In (Split Shift)																
	Time Out (Split Shift)																
	Lunch (0, 30, 60)																
Supervisor	Regular																
	Overtime																
	Sick Leave																
	Supervisor's Initials																

EMPLOYEE SIGNATURE	
I hereby certify that these hours and dates are a true and accurate representation of time worked by me and approved by my Department. I understand that my paycheck may be delayed if I do not complete this report in a timely manner consistent with the payroll schedules provided to me by my Department.	
EMPLOYEE SIGNATURE	DATE

DEPARTMENT APPROVAL	
SUPERVISOR (PRINT NAME)	TITLE
SUPERVISOR'S SIGNATURE	DATE APPROVED
DATE ENTERED IN MYTIME SYSTEM	DATE SENT TO PAYROLL