

# Southern California Conference Hourly Time Report

Work Location: Newbury Park Adventist Academy

Employee Name \_\_\_\_\_ Job Title: \_\_\_\_\_

For Pay Period \_\_\_\_\_ to \_\_\_\_\_  
Beginning Ending

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

This is the period during which the work was performed.									Overtime		OTHER (Please Specify )
Date Worked	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Time & A Half Hours**	Double Time Hours***	
Sun											
Mon											
Tue											
Wed											
Thu											
Fri											
Sat											
Sun											
Mon											
Tue											
Wed											
Thu											
Fri											
Sat											
#REF!											
#REF!											
<b>Totals</b>											

## Instructions

**Employee:** Fill in dates worked, start time and end time for each work period. Sign and date this form.

- Location Official:**
- Fill in the location name, date submitted and pay period beginning and ending dates.
  - Verify hours worked.
  - Fill in employee name, ID number and job title.
  - Sign this form and fax it to (818) 546-8447

or email it to payroll@sccsda.org.

**Note:** New employees must complete all employment paperwork with Human Resources before starting work.

**DO NOT begin work until all paperwork is cleared.**

If you have questions about your paperwork contact: hr@sccsda.org.

\* Hours must be entered in military time.

\*\*Overtime is hours over 8 and up to 12 in one day and hours over 40 in one week. Hours worked on the seventh consecutive day of the work week are also consider overtime.

\*\*\*Double time hours are hours worked over 12 hours in one day and the hours over 8 worked on the seventh consecutive day of the work week.

\*\*\*\* **Other: Please specify if you are requesting Vaction, Holiday or Sick hours.**

**V=Vacation S=Sick H=Holiday**  
**If requesting Jury hours provide "Jury Service Notice". If requesting bereavement leave, contact HR for authorization prior to requesting hours.**

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_