

**ORANGE COUNTY COMMUNITY COLLEGE  
FULL TIME GRANT TIME SHEET (37.50 HOURS)**

|                               |  |                |  |             |  |
|-------------------------------|--|----------------|--|-------------|--|
| <b>NAME: (LAST, FIRST MI)</b> |  | <b>FILE NO</b> |  | <b>DEPT</b> |  |
|-------------------------------|--|----------------|--|-------------|--|

| DAY              | DATE      | HOURS WORKED |     |    |     | DISTRIBUTIONS OF HOURS |     |     |     |      |     |
|------------------|-----------|--------------|-----|----|-----|------------------------|-----|-----|-----|------|-----|
|                  |           | IN           | OUT | IN | OUT | REG                    | BER | HOL | PL  | SICK | VAC |
| SAT              | 5/8/2010  |              |     |    |     |                        |     |     |     |      |     |
| SUN              | 5/9/2010  |              |     |    |     |                        |     |     |     |      |     |
| MON              | 5/10/2010 |              |     |    |     |                        |     |     |     |      |     |
| TUE              | 5/11/2010 |              |     |    |     |                        |     |     |     |      |     |
| WED              | 5/12/2010 |              |     |    |     |                        |     |     |     |      |     |
| THU              | 5/13/2010 |              |     |    |     |                        |     |     |     |      |     |
| FRI              | 5/14/2010 |              |     |    |     |                        |     |     |     |      |     |
| SAT              | 5/15/2010 |              |     |    |     |                        |     |     |     |      |     |
| SUN              | 5/16/2010 |              |     |    |     |                        |     |     |     |      |     |
| MON              | 5/17/2010 |              |     |    |     |                        |     |     |     |      |     |
| TUE              | 5/18/2010 |              |     |    |     |                        |     |     |     |      |     |
| WED              | 5/19/2010 |              |     |    |     |                        |     |     |     |      |     |
| THU              | 5/20/2010 |              |     |    |     |                        |     |     |     |      |     |
| FRI              | 5/21/2010 |              |     |    |     |                        |     |     |     |      |     |
| <b>TEMP CODE</b> |           |              |     |    |     | REG                    | BER | HOL | PL  | SICK | VAC |
| <b>TEMP DEPT</b> |           |              |     |    |     |                        |     |     |     |      |     |
| <b>TEMP RATE</b> |           |              |     |    |     |                        | (I) | (H) | (X) | (S)  | (V) |

|  |                    |  |
|--|--------------------|--|
|  | <b>TOTAL HOURS</b> |  |
|--|--------------------|--|

|                 |                   |
|-----------------|-------------------|
| <b>EMPLOYEE</b> | <b>SUPERVISOR</b> |
| <b>DATE</b>     | <b>DATE</b>       |

|  |  |
|--|--|
| I CERTIFY THE ABOVE STATED HOURS ARE TRUE, ACCURATE AND COMPLETE | I CERTIFY TO THE ACCURACY AND AUTHENTICITY OF THE ABOVE STATED HOURS |
|--|--|

| DAY | DATE | HOURS WORKED |     |    |     | DISTRIBUTIONS OF HOURS |    |      |     |     |     |
|-----|------|--------------|-----|----|-----|------------------------|----|------|-----|-----|-----|
|     |      | IN           | OUT | IN | OUT | REG                    | PL | SICK | VAC | HOL | BER |
|     |      |              |     |    |     |                        |    |      |     |     |     |
|     |      |              |     |    |     |                        |    |      |     |     |     |
|     |      |              |     |    |     |                        |    |      |     |     |     |
|     |      |              |     |    |     |                        |    |      |     |     |     |
|     |      |              |     |    |     |                        |    |      |     |     |     |
|     |      |              |     |    |     |                        |    |      |     |     |     |
|     |      |              |     |    |     |                        |    |      |     |     |     |