

TO ALL EMPLOYEES

Time sheets are due by 5:00 p.m. on Fridays unless you have hours on Saturday (exceptions are noted below). If your time sheet shows hours on the last Saturday of the pay period, it will be due the following Monday by noon. **THERE CAN BE NO EXCEPTIONS TO THIS. ONCE THE DEADLINE HAS PASSED, THE SYSTEM WILL NOT ALLOW ANYTHING TO BE ADDED OR CHANGED.**

Time sheets must be complete, dates must correspond to the pay period, the last date on your sheet must match the pay period end date (listed below) and must include your signature and the signature of the student for whom you provided the service. If any of these elements are not done or done incorrectly, your time sheet cannot be processed. Time sheets may be hand delivered or faxed. Sending them through the mail is not recommended since, in almost every case, it would arrive too late for processing. If you have any questions regarding any aspect of this timesheet or the due dates, please call Maria E. Martin at (310) 825-1501. Fax: (310) 825-9656.

TIME SHEET DUE DATES FOR 2006

Pay Period End Date			Timesheet Due			Date of Check		
Sat.	July	15	Fri.	July.	14	Wed.	July	26
Sat.	July	29	Fri.	July.	28	Wed.	Aug.	09
Sat.	Aug.	12	Fri.	Aug.	11	Wed.	Aug.	23
Sat.	Aug.	26	Fri.	Aug.	25	Wed.	Sept.	06
Sat.	Sept	09	Fri.	Sept.	08	Wed.	Sept.	20
Sat	Sept.	23	Fri.	Sept.	22	Wed.	Oct.	04
Sat	Oct.	07	Fri.	Oct.	06	Wed.	Oct.	18
Sat.	Oct.	21	Fri.	Oct.	20	Wed.	Nov.	01
Sat.	Nov.	04	Fri.	Nov.	03	Wed.	Nov.	15
Sat.	Nov.	18	Fri.	Nov.	17	Wed.	Nov.	29
Sat.	Dec.	02	Fri.	Dec.	01	Wed.	Dec.	13
Sat.	Dec.	16	Fri.	Dec.	15	Wed.	Dec.	27
Sat.	Dec.	30	Fri.	Dec.	29	Wed.	Jan.	10

****These timesheets are due EARLY BECAUSE OF HOLIDAYS. Employees who work **REGULAR, SCHEDULED HOURS** may report the hours you will work on Friday. Employees who DO NOT work **REGULAR, SCHEDULED HOURS**, must wait to see what hours are actually worked and report them at the NEXT pay period on a SEPARATE time sheet. Please call if you have questions.

MEAL PERIODS - NON-EXEMPT EMPLOYEES (From Staff Personnel Policies Manual)

310.5 The standard work schedule for a full-time employee provides for a meal period of 1 hour. An alternate full-time schedule or any work period of 6 continuous hours or more shall provide for a meal period of at least 1/2 hour. Meal periods are neither time worked nor time on pay status.

REST PERIODS - NON-EXEMPT EMPLOYEES

310.6 An employee on a standard or alternate full-time work schedule may be granted two 15-minute rest periods, one to be taken in the work period prior to the meal period and one in the work period following the meal period. A part-time employee may be granted one 15-minute rest period for each work period of 3 continuous hours or more not to exceed 2 rest periods per day. More than 2 rest periods per day for a full-time or part-time employee may be approved by the Chancellor. Such rest periods shall be considered as time worked.

310.7 A rest period shall not be added to a meal period or taken at the beginning or end of a work period except that, upon request from a department head, the Chancellor may approve adding rest periods to meal periods within that department. Time not used for rest periods shall not be accumulated for use on another day. Rest periods are scheduled by the supervisor and rest period privileges may be withdrawn by the supervisor if such privileges are abused.

06/01/06