

Laney College Timesheet Receipt Form

Timesheet Type (Please complete individual forms for each employee classification)

Date Timesheet(s) Received:

Reporting Period:

Count of Timesheet(s) Received:

LC Employee Submitting Timesheet(s):

Business Office Staff Person Receiving:

Date to Payroll:

No.	ePAF	Total Hours This Reporting Period	First Name	Last Name
1				
2				
3				
4				
5				
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38				
39				
40				

I certify that this is a true statement of hours worked and that the assignment was performed in a satisfactory manner

Administrator:
College Approval
Payroll:
