

**MASSACHUSETTS COLLEGE OF ART AND DESIGN
PER DIEM / TRUST FUND TIME SHEET**

This form must be filled out in **blue** pen. Forms filled out in pencil **will not** be processed.

SELECT ONE 

Student/school year - CCCC5 Student/school break – CCC05 Contractor - CCC09

This form should be used by per diem/ Trust Fund employees.

Name (Please Print)

Department Name

Employee Payroll ID #

(DO NOT ENTER SOCIAL SECURITY # OR BADGE#)

___ - ___ - ___ - 9 - CCC ___
GL Trust Fund Account Number

WEEK ENDING WEDNESDAY / /

WEEK ENDING WEDNESDAY / /

DATE																
	TH	F	SA	SU	M	T	W		TH	F	SA	SU	M	T	W	
IN								IN								
OUT								OUT								
IN								IN								
OUT								OUT								
HRS								HRS								

WEEKLY TOTAL HRS _____

WEEKLY TOTAL HRS _____

TOTAL HOURS ON SHEET _____

HOURLY WAGE \$ _____

I certify that I worked the hours posted on the above sheet.

EMPLOYEE SIGNATURE _____

DATE _____

Address Change: Yes ___ No ___

If yes, Please update changes with Human Resources

ACCEPTANCE OF SERVICE:

I certify that services were rendered during the hours posted above.

SUPERVISOR SIGNATURE _____

DATE _____

DEPARTMENT AUTHORIZATION _____

DATE _____

DO NOT WRITE BELOW THIS LINE - FOR HUMAN RESOURCES USE ONLY:

TOTAL APPROVED HOURS _____

HOURLY WAGE \$ _____

TOTAL \$ _____



**PAYROLL SCHEDULE
JULY 2016 THROUGH JUNE 2017**

Time Sheet Due Date			Pay Date	
July	7		July	15
July	21		July	29
August	4		August	12
August	18		August	26
August	31 (Wednesday)		September	9
September	15		September	23
September	29		October	7
October	13		October	21
October	27		November	4
November	9 (Wednesday)		November	18
November	21 (Monday)		December	2
December	8		December	16
January	5		January	13
January	19		January	27
February	2		February	10
February	15 (Wednesday)		February	24
March	2		March	10
March	16		March	24
March	30		April	7
April	12 (Wednesday)		April	21
April	27		May	5
May	11		May	19
May	24 (Wednesday)		June	2
June	8		June	16
June	22	Last for FY17	June	30

TIMESHEETS ARE DUE IN THE HUMAN RESOURCES OFFICE
BY 10am ON THURSDAY.

***Please note that DUE DATES are THURSDAY and PAY DATES are FRIDAY unless otherwise indicated.**