

Glendale Community College
Student Assistant – Monthly Time Sheet

Student Name:

GCC ID #:

Pay Period:

* Checks for this pay period mailed September 10, 2026

Total Paid Hours for this period (include sick time in overall total if applicable):

Sick Leave Hours used for this pay period:

Department:

Week of					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL# of Hours					

For Supervisors Use:

Account Number:

Hourly Rate:

Supervisor's Name:

Date:

Special Notes:

*Due Dates are listed on the Student Assistant Payroll Schedule.

*Late timesheets will result in a month delay in payment and must be approved by the Director of Career Services.

*Any timesheet more than a month late must be approved by the Director of Career Services.

*Sick leave must be reported, please note on the date and # of hours.

*The work of the Student Assistant was completed satisfactorily.

*I hereby certify that all information is accurate.