Glendale Community College
Student Assistant – Monthly Time Sheet

Student Name:

GCC ID #:

Pay Period: 11/16/26 to 12/15/26 (December) * **Checks for this pay period mailed January 8, 2027**

Total Paid Hours for this period (include sick time in overall total if applicable): 0

Sick Leave Hours used for this pay period:

Department:

Week of	11/16/26	11/23/26	11/30/26	12/07/26	12/14/26
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL# of Hours	0	0	0	0	0

For Supervisors Use:

Account Number:

Hourly Rate: $16.90

Supervisor's Name:

Date:

Special Notes: Campus Closed 11/25 - 11/28 for Thanksgiving Vacation

*Due Dates are listed on the Student Assistant Payroll Schedule.
*Late timesheets will results 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.