**BATON ROUGE COMMUNITY COLLEGE**

**Adjunct/Overload**

**Time and Attendance Report**

**Semester: ⁭ Fall ⁭ Spring ⁭ Summer Year: \_\_\_\_\_\_\_\_\_**

*Please list all adjunct and overload employees to be paid for the pay period. This list must be submitted to payroll by noon on Thursday following the timesheet deadlines.*

Pay Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Start Date*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*End Date*)

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Codes (Fund – Org): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My signature below confirms that I have worked the hours for which I am being paid this pay period.**

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| **BANNER ID** | **EMPLOYEE NAME** | **EMPLOYEE SIGNATURE** |
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Supervisor’s Printed Name

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Supervisor’s Signature Date