

Atlantic Cape Community College  
 5100 Black Horse Pike  
 Mays Landing, NJ 08330-2699

### Time Recap Report

For Pay Period \_\_\_\_\_ through \_\_\_\_\_ / Pay date \_\_\_\_\_

Employee Name	Employee ID	Position ID	Account Number	Rate	Earnings Type	Total Hours	Comments

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Total Hours

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I certify that this Recap is a correct summary of the attached time sheets for the above employee(s) of the department for the pay period indicated.

Manager: \_\_\_\_\_ Date \_\_\_\_\_

Submit completed time sheet and recap to Payroll Department. For questions, please contact Eileen Bakley (x5265) or Camille Levy (x5264).