By signing this timesheet, I certify that:

1. The recorded time accurately and fully reflects the time that I worked during the designated pay period unless otherwise expressly noted on this timesheet and initialed by my supervisor.

2. The hours are within the administrative guideline for the 125% rule as described on the reverse side.

3. During the designated pay period, I was provided, and I took, all meal periods and rest periods to which I was entitled to take under the law, unless I have expressly stated (and initialed) on this timesheet that I did not receive either a meal or rest period.

4. I am aware that overtime hours are paid when worked hours are in excess of 8 in one day or 40 in one week Sunday through Saturday.

Authorized Supervisor Signature(s):

<table>
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<tr>
<th>Project/Object</th>
<th>Hourly Pay Rate</th>
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TOTALS

To have your check mailed, staple a stamped self-addressed envelope to this timesheet with your Name & RF EMP ID written on the inside flap.

TOTAL HOURS TO BE PAID
Timesheet Due Dates and Pay Schedule For NON–Benefited CSUC Faculty/Staff Employees

Compensation must be in compliance with the project budget and the project performance period. A Personnel Action Form (PAF) with the corresponding pay rate must be on file in the Foundation Human Resources office. Foundation timesheets should be completed and submitted for overload pay on a semi-monthly basis according to the schedule below.

Please note: The Chancellor’s Office limits faculty and staff to working no more than 125% time on all activities (e.g., University appointment or position, grants and contracts or other campus-funded work). It is the responsibility of the faculty or staff member to monitor their percentage of time worked on all University activities, including payments received from either the State or any of its Auxiliaries.

Additional Compensation:

I. AY Faculty Overload includes only work performed during the Academic Year and the work performed over and above the faculty member’s assigned University AY appointment up to 125%. For example, a full-time (100% time) faculty may work 25% overload or a total of 170 hours during the 17 weeks in each semester or 340 hours during a full academic year.

Rate calculation:

Hourly rate: Divide the faculty member’s academic year salary or salary base being used for non-federal projects by 170, the number of days covered by the faculty contract and then divide by 8. (Example: $54,400 ÷ 170 = $320/day ÷ 8=$40.00 per hour)

Il. AY Faculty—Other Additional Compensation includes Intercession, Fall and Spring breaks and Summer salary, these time periods are not included in the Academic Year University appointment base and should be monitored separately from AY Overload. Faculty members can work up to 125% during these time periods. Please note, any additional campus activities resulting in compensation by the State, such as teaching an Intersession or Summer-school class or being paid as a Special Consultant, must be counted toward the 125% time limit for this non-academic year period.

Rate calculation:

Hourly rate: Divide the faculty member’s academic year salary or salary base being used for non-federal projects by 170, the number of days covered by the faculty contract and then divide by 8, the average number of hours in a day. (Example: $54,400 ÷ 170 = $320/day ÷ 8=$40.00 per hour)

National Science Foundation Funded Projects (NSF) Hourly rate: Using 9 months as a base AY salary, divide by 9 and then divide by 173.33, the number of work hours in a month. (Example: $45,000 ÷ 9 months ÷ 173.33= $28.85 per hour at 100% time for one summer month.)

Ilb. Twelve-Month Faculty and Exempt Staff Overload/Additional Compensation includes compensation for time worked over and above the twelve-month appointment or during the individual’s claimed vacation periods. The 125% limit for 12-month faculty and staff applies to the calendar year.

Rate calculation:

Hourly rate: Divide the monthly rate of pay by 173.33 (number of work hours in a month). (Example: $3500 ÷ 173.33= $20.19 per hour) Due to the 125% rule, full-time staff and faculty members are limited to working a total of 520 hours per year or 43.33 hours per month of overload.

Correct completion of your timesheet is critical for proper and timely payment to you. For each day worked in the pay period, you need to indicate the total hours worked in each project.

- Do not combine 2 pay periods on one timesheet.
- Timesheets are due at the RF Admin office as indicated below.
- Therefore, if you turn in your timesheet to the Office of Sponsored Programs, 25 Main St. Suite 103 it will need to be there no later than 24 hours before.

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2016/2017

Payday adjustments were necessary because of Holiday or Weekend time constraints.

*Timesheets are due before the end of the pay period

**During the winter break timesheet due dates and pay dates may be altered due to campus closure. A notice will be included with the paychecks prior to the break.