



CSU, CHICO RESEARCH FOUNDATION
 Building 25, CSUC
 Chico, CA. 95929-0246
 (530) 898-6811 www.csuchico.edu/rfdn

HOURLY NON-BENEFITED EMPLOYEE TIMESHEET

PAY PERIOD

_____ TO _____ 20__

USE BLACK OR BLUE INK ONLY

Employee Name: _____

Employee ID Number (NOT CSUC ID): _____

Employee Signature: _____

By signing this time card, I certify that the recorded time accurately and fully reflects the time that I worked during the designated pay period unless otherwise expressly noted on this timecard and initialed by my supervisor. I also certify that, during the below 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 time card that I did not receive either a meal or rest period. 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. All overtime hours must be authorized in advance by my supervisor.

Project	Object	Pay Rate	Regular	Overtime

TOTALS

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Be certain to show the same name and initials that originally appeared on your W-4 form. Any change in name, address, or exemptions must be made on a new W-4 form and Employee Administrative Data form.

Authorized Supervisor Signature(s): _____

_____ Project # _____

_____ Project # _____

_____ Project # _____

The above signature(s) certifies that this time record is accurate and has approved all overtime listed

Day	Date		Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	OT Hrs.
	1st	16th								
	2nd	17th								
	3rd	18th								
	4th	19th								
	5th	20th								
	6th	21st								
	7th	22nd								
	8th	23rd								
	9th	24th								
	10th	25th								
	11th	26th								
	12th	27th								
	13th	28th								
	14th	29th								
	15th	30th								
		31st								
TOTAL HOURS										



Timesheet Due Dates and Pay Schedule For NON- Benefited Hourly Employees

2008/2009

PAY PERIOD	PAYROLL NUMBER	TIMESHEETS DUE		PAY DAY IS	
		<u>10 AM AT BMU 219</u>		<u>NOON AT BMU 219</u>	
July 1-15	0802140	Jul 16	Wed	July 25-9am	Fri <i>Summer</i>
July 16-31	0802150	Aug 1-10am	Fri	Aug 8-9am	Fri <i>Summer</i>
Aug 1-15	0802160	Aug 18	Mon	Aug 25	Mon
Aug 16-31	0802170	Sept 2-10am	Tues	Sept 10	Wed
Sept 1-15	0802180	Sept 16	Tues	Sept 25	Thur
Sept 16-30	0802190	Oct 1	Wed	Oct 10	Fri
Oct 1-15	0802200	Oct 16	Thur	Oct 24	Fri
Oct 16-31	0802210	Nov 3	Mon	Nov 10	Mon
Nov 1-15	0802220	Nov 17	Mon	Nov 25	Tues
Nov 16-30	0802230	Dec 1	Mon	Dec 10	Wed
Dec 1-15	0802240	Dec 15-10am	Mon	Dec 22**	Mon
Dec 16-31	0902010	Dec 19-12pm**	Fri	Jan 9	Fri
Jan 1-15	0902020	Jan 15-5pm	Thur	Jan 26	Mon
Jan 16-31	0902030	Feb 2	Mon	Feb 10	Tues
Feb 1-15	0902040	Feb 16	Mon	Feb 25	Wed
Feb 16-28	0902050	Mar 2	Mon	Mar 10	Tues
Mar 1-15	0902060	Mar 16	Mon	Mar 25	Wed
Mar 16-31	0902070	Apr 1	Wed	Apr 10	Fri
Apr 1-15	0902080	Apr 16	Thur	Apr 24	Fri
Apr 16-30	0902090	May 1	Fri	May 8	Fri
May 1-15	0902100	May 15-5pm	Fri	May 26	Tues
May 16-31	0902110	June 1	Mon	June 10	Wed <i>Summer</i>
June 1-15	0902120	June 16	Tues	June 25	Thur <i>Summer</i>
June 16-30	0902130	June 30-10am	Tues	July 10-9am	Fri <i>Summer</i>

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 time you started work and the time you ended work, including the start and end time after any meal or shift breaks.

At the end of the pay period you need to break down the hours worked by project and object. Please see example below.

- Do not combine 2 pay periods on one timesheet.
- Timesheets are due at the AS Business office as indicated on the left.
- 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.

Day	Date		Time In	Time Out	Time In	Time Out	Regular	OT Hrs.
Mon	1st	16th	8:00am	12:00pm	1:00pm	5:00pm	8	
Tues	2nd	17th	8:00am	11:00am	12:00pm	6:00pm	8	1
TOTAL HOURS							16	1

Project	Object	Regular	Overtime
66665	4444	8	1
66667	4443	8	
TOTALS		16	1

NOTE: PAYDAY ADJUSTMENTS WERE NECESSARY BECAUSE OF HOLIDAY, SUMMER OR WEEKEND TIME CONSTRAINTS.

Summer AS. Business Office Window Hours: Mon.—Thur. 8 am—4:30 pm & Fri. 8 am—11 am

**** 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.**

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