



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

**ALL CSUC FACULTY/STAFF
 NON-BENEFITED
 EMPLOYEE TIMESHEET**

PAY PERIOD

_____ TO _____ 20__

USE BLACK OR BLUE INK ONLY

Employee Name: _____ Faculty
 Staff

Employee ID Number (NOT CSUC ID): _____

Employee Signature: _____

By signing this timesheet, 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.
- The hours are within the administrative guideline for the 125% rule as described on the reverse side.
- 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.
- 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.

Authorized Supervisor Signature(s): _____

_____ Project # _____

_____ Project # _____

_____ Project # _____

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

Project/Object -	Project/Object -	Project/Object -
Hourly Pay Rate \$	Hourly Pay Rate \$	Hourly Pay Rate \$

Day	Date	REGULAR		OT HRS.		REGULAR		OT HRS.		REGULAR		OT HRS.		TOTALS	
		Reg	Ot	Reg	Ot	Reg	Ot	Reg	Ot	Reg	Ot				
	1	16													
	2	17													
	3	18													
	4	19													
	5	20													
	6	21													
	7	22													
	8	23													
	9	24													
	10	25													
	11	26													
	12	27													
	13	28													
	14	29													
	15	30													
		31													
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: $\$54,400 \div 170 = \$320/\text{day} \div 8 = \$40.00/\text{hour}$)

IIa. AY Faculty-Other Additional Compensation includes **Intersession, 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: $\$54,400 \div 170 = \$320/\text{day} \div 8 = \$40.00/\text{hour}$)

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 \text{ AY} \div 9 \text{ months} = \$5000 \text{ month} \div 173.33 = \28.85 per hour (at 100% time for one summer month.)

IIb. 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 \div 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 AS Business 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.

2009/2010

PAY PERIOD		PAYROLL NUMBER	TIMESHEETS DUE 10 AM AT BMU 219		PAY DAY IS NOON AT BMU 219	
July	1-15	0902140	July 15-10am	Wed	July 23	Thur Summer
July	16-31	0902150	July 30-10am	Thur	Aug 10	Mon Summer
Aug	1-15	0902160	Aug 17	Mon	Aug 25	Tue
Aug	16-31	0902170	Aug 31-10am	Mon	Sept 10	Thur
Sept	1-15	0902180	Sept 16	Wed	Sept 25	Fri
Sept	16-30	0902190	Oct 1	Thur	Oct 9	Fri
Oct	1-15	0902200	Oct 16	Fri	Oct 26	Mon
Oct	16-31	0902210	Nov 2	Mon	Nov 10	Tues
Nov	1-15	0902220	Nov 16	Mon	Nov 25	Wed
Nov	16-30	0902230	Dec 1	Tue	Dec 10	Thur
Dec	1-15	0902240	Dec 15-10am	Tue	Dec 22**	Tue
Dec	16-31	1002010	Dec 18-12pm**	Fri	Jan 8	Fri
Jan	1-15	1002020	Jan 15-5pm	Fri	Jan 25	Mon
Jan	16-31	1002030	Feb 1	Mon	Feb 10	Wed
Feb	1-15	1002040	Feb 16	Tue	Feb 25	Thur
Feb	16-28	1002050	Mar 1	Mon	Mar 10	Wed
Mar	1-15	1002060	Mar 16	Tues	Mar 25	Thur
Mar	16-31	1002070	Apr 1	Thur	Apr 9	Fri
Apr	1-15	1002080	Apr 16	Fri	Apr 26	Mon
Apr	16-30	1002090	May 3-10am	Mon	May 10	Mon
May	1-15	1002100	May 17	Mon	May 25	Tues Summer
May	16-31	1002110	June 1-8am	Tue	June 10	Thur Summer
June	1-15	1002120	June 16	Wed	June 24	Thur Summer
June	16-30	1002130	June 30-10am	Wed	July 9	Fri Summer

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

Summer AS Business Office Window Hours: Mon.—Thur. 7:30am—5:00 pm & Closed Fridays

** 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.