



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

**NON-BENEFITED PAYROLL**  
**FLAT FEE 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.

\_\_\_\_\_  
 Authorized Supervisor Signature:

The above signature certifies that this time record is accurate .

Project	Object	Amount

**TOTAL AMOUNT TO BE PAID** →

Examples of appropriate fee payment usage: bonuses, speaker fees, external employee professional payments, one-time performance fees, non-benefited short term exempt etc.

IF YOU ARE A CSUC, FACULTY OR STAFF EMPLOYEE **DO NOT** USE THIS TIMESHEET

All flat Fee Employees must have an approved PAF on file prior to working

*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.*



## Timesheet Due Dates and Pay Schedule For NON– Benefited Flat Fee Employees

**2009/2010**

PAY PERIOD	PAYROLL NUMBER	TIMESHEETS DUE <u>10 AM AT BMU 219</u>	PAY DAY IS <u>NOON AT BMU 219</u>		
July 1-15	0902140	<b>July 15-10am</b>	Wed	July 23	Thur <i>Summer</i>
July 16-31	0902150	<b>July 30-10am</b>	Thur	Aug 10	Mon <i>Summer</i>
Aug 1-15	0902160	Aug 17	Mon	Aug 25	Tue
Aug 16-31	0902170	<b>Aug 31-10am</b>	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	<b>Dec 15-10am</b>	Tue	<b>Dec 22**</b>	Tue
Dec 16-31	1002010	<b>Dec 18-12pm**</b>	Fri	Jan 8	Fri
Jan 1-15	1002020	<b>Jan 15-5pm</b>	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	<b>May 3-10am</b>	Mon	May 10	Mon
May 1-15	1002100	May 17	Mon	May 25	Tues <i>Summer</i>
May 16-31	1002110	<b>June 1-8am</b>	Tue	June 10	Thur <i>Summer</i>
June 1-15	1002120	June 16	Wed	June 24	Thur <i>Summer</i>
June 16-30	1002130	<b>June 30-10am</b>	Wed	July 9	Fri <i>Summer</i>

Correct completion of your timesheet is critical for proper and timely payment to you. AT the end of the pay period you need to break down the hours worked by project and object.

- 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.

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. 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.