



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

BENEFITED PAYROLL

PAY PERIOD

HOURLY EMPLOYEE TIMESHEET

_____ TO _____ 20__

USE BLUE OR BLACK INK ONLY

Employee Name: _____

Employee ID Number: _____

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.

Authorized Supervisor Signature: _____

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

Project	Object	Regular	Overtime	Vacation*	Holiday*	Sick*

TOTALS

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TOTAL HOURS

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Day	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	Overtime	Vacation*	Holiday*	Sick*
	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										

TOTALS

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TOTAL HOURS

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*Vacation, Holiday, or Sick hours are not used in the calculation of overtime.



Timesheet Due Dates and Pay Schedule For Benefited Hourly Employees

2009/2010

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	0901140	Jul 15 -10am	Wed	July 22	Wed <i>Summer</i>
July 16-31	0901150	Jul 30 -10am	Thur	Aug 7*	Fri <i>Summer</i>
Aug 1-15	0901160	Aug 17	Mon	Aug 21	Fri
Aug 16-31	0901170	Aug 31-10am	Mon	Sept 4	Fri
Sept 1-15	0901180	Sept 16	Wed	Sept 22	Tue
Sept 16-30	0901190	Oct 1	Thur	Oct 7	Wed
Oct 1-15	0901200	Oct 16	Fri	Oct 22	Thur
Oct 16-31	0901210	Nov 2	Mon	Nov 6	Fri
Nov 1-15	0901220	Nov 16	Mon	Nov 20	Fri
Nov 16-30	0901230	Dec 1	Tue	Dec 7	Mon
Dec 1-15	0901240	Dec 15-10am	Tue	Dec 22**	Tue
Dec 16-31	1001010	Dec 18-12pm**	Fri	Jan 7	Thur
Jan 1-15	1001020	Jan 15- 5pm	Fri	Jan 22	Fri
Jan 16-31	1001030	Feb 1	Mon	Feb 5	Fri
Feb 1-15	1001040	Feb 16	Tue	Feb 22	Mon
Feb 16-28	1001050	Mar 1	Mon	Mar 5	Fri
Mar 1-15	1001060	Mar 16	Tue	Mar 22	Mon
Mar 16-31	1001070	Apr 1	Thur	Apr 7	Wed
Apr 1-15	1001080	Apr 16	Fri	Apr 22	Thur
Apr 16-30	1001090	May 3-10am	Mon	May 7	Fri
May 1-15	1001100	May 17	Mon	May 21	Fri
May 16-31	1001110	June 1-8am	Tue	June 7	Mon <i>Summer</i>
June 1-15	1001120	June 16	Wed	June 22	Tue <i>Summer</i>
June 16-30	1001130	June 30-10am	Wed	July 7	Wed <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.	Vac	Hol	Sick
Mon	1st	16th							4	4	
Tues	2nd	17th	9:00am	11:00am	12:00pm	7:00pm	8	1			
TOTAL HOURS							8	1	4	4	

Project	Object	Regular	OT Hrs.	Vac	Hol	Sick
66665	4444	4	1	2	2	
66667	4443	4		2	2	
TOTALS		8	1	4	4	

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

*Paychecks will be available 7:00 am—11:00 am at 25 Main St., Ste. 203

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.