



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

2009/2010

PAY PERIOD	PAYROLL NUMBER	TIMESHEETS DUE 10 AM AT BMU 219		PAY DAY IS NOON AT BMU 219	
		Start	End	Day	Month
July 1-15	0902140	July 15-10am	Wed	July 23	Thur <i>Summer</i>
July 16-31	0902150	July 30-10am	Thur	Aug 10	Mon <i>Summer</i>
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 <i>Summer</i>
May 16-31	1002110	June 1-8am	Tue	June 10	Thur <i>Summer</i>
June 1-15	1002120	June 16	Wed	June 24	Thur <i>Summer</i>
June 16-30	1002130	June 30-10am	Wed	July 9	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. 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.

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.