



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

BENEFITED PAYROLL
SALARIED EMPLOYEE TIMESHEET

PAY PERIOD

_____ 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.

Authorized Supervisor Signature: _____

The above signature certifies that this time record is accurate.

Project	Object	%	Amount

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Vacation																	
Holidays																	
Sick Leave																	

Please Report Absences in Full Days ONLY

Did you work a scheduled holiday? NO YES If, YES Which Holiday?



Timesheet Due Dates and Pay Schedule For Benefited Salaried Employees

2009/2010

PAY PERIOD		PAYROLL NUMBER	TIMESHEETS DUE 10 AM AT BMU 219		PAY DAY IS NOON AT BMU 219	
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.

At the end of the pay period you need to break down the time worked by project and object . If claiming sick, vacation or holiday time, please indicate the project and object as well.

- 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.

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 7:00am—11:00am 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.