



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 | TOTALS | | TOTALS | | TOTALS | | TOTALS | |
|---------------|------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | Regular | OT Hrs. | Regular | OT Hrs. | Regular | OT Hrs. | Regular | OT Hrs. |
| | 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 **Interession, 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 Interession 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.

2010/2011

| 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 | 1002140 | July 15-10am | Thur | July 26 | Mon Summer |
| July | 16-31 | 1002150 | July 29-10am | Thur | Aug 10 | Tues Summer |
| Aug | 1-15 | 1002160 | Aug 16 | Mon | Aug 25 | Wed |
| Aug | 16-31 | 1002170 | Aug 31-10am | Tues | Sept 10 | Fri |
| Sept | 1-15 | 1002180 | Sept 16 | Thur | Sept 24 | Fri |
| Sept | 16-30 | 1002190 | Oct 1 | Fri | Oct 8 | Fri |
| Oct | 1-15 | 1002200 | Oct 18 | Mon | Oct 25 | Mon |
| Oct | 16-31 | 1002210 | Nov 1 | Mon | Nov 10 | Wed |
| Nov | 1-15 | 1002220 | Nov 16 | Tue | Nov 24 | Wed |
| Nov | 16-30 | 1002230 | Dec 1 | Wed | Dec 10 | Fri |
| Dec | 1-15 | 1002240 | Dec 15-10am | Wed | Dec 22** | Wed |
| Dec | 16-31 | 1102010 | Dec 17-12pm** | Fri | Jan 10 | Mon |
| Jan | 1-15 | 1102020 | Jan 14-5pm | Fri | Jan 25 | Tues |
| Jan | 16-31 | 1102030 | Feb 1 | Tues | Feb 10 | Thur |
| Feb | 1-15 | 1102040 | Feb 15 | Tues | Feb 25 | Fri |
| Feb | 16-28 | 1102050 | Mar 1 | Tues | Mar 10 | Thur |
| Mar | 1-15 | 1102060 | Mar 16 | Wed | Mar 25 | Fri |
| Mar | 16-31 | 1102070 | Apr 1 | Fri | Apr 8 | Fri |
| Apr | 1-15 | 1102080 | Apr 18 | Mon | Apr 25 | Mon |
| Apr | 16-30 | 1102090 | May 2 | Mon | May 10 | Tues |
| May | 1-15 | 1102100 | May 16 | Mon | May 25 | Wed |
| May | 16-31 | 1102110 | May 31-8am | Tue | June 9 | Thur Summer |
| June | 1-15 | 1102120 | June 15 -10am | Wed | June 23 | Thur Summer |
| June | 16-30 | 1102130 | June 30-10am | Thur | July 8 | 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 clo-