



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

2010/2011

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	1002140	July 15-10am	Thur	July 26	Mon <i>Summer</i>
July 16-31	1002150	July 29-10am	Thur	Aug 10	Tues <i>Summer</i>
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 <i>Summer</i>
June 1-15	1102120	June 15 -10am	Wed	June 23	Thur <i>Summer</i>
June 16-30	1102130	June 30-10am	Thur	July 8	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.