



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.

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 Benefited Hourly Employees

**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	1001140	<b>Jul 15 -10am</b>	Thur	July 22	Thur <i>Summer</i>
July 16-31	1001150	<b>Jul 29 -10am</b>	Thur	Aug 5	Thur <i>Summer</i>
Aug 1-15	1001160	Aug 16	Mon	Aug 20	Fri
Aug 16-31	1001170	<b>Aug 31-10am</b>	Tues	Sept 7	Tues
Sept 1-15	1001180	Sept 16	Thur	Sept 22	Wed
Sept 16-30	1001190	Oct 1	Fri	Oct 7	Thur
Oct 1-15	1001200	Oct 18	Mon	Oct 22	Fri
Oct 16-31	1001210	Nov 1	Mon	Nov 5	Fri
Nov 1-15	1001220	Nov 16	Tues	Nov 22	Mon
Nov 16-30	1001230	Dec 1	Wed	Dec 7	Tue
Dec 1-15	1001240	<b>Dec 15-10am</b>	Wed	<b>Dec 22**</b>	Wed
Dec 16-31	1101010	<b>Dec 17-12pm**</b>	Fri	Jan 7	Fri
Jan 1-15	1101020	<b>Jan 14- 5pm</b>	Fri	Jan 21	Fri
Jan 16-31	1101030	Feb 1	Tues	Feb 7	Mon
Feb 1-15	1101040	Feb 15	Tues	Feb 22	Tues
Feb 16-28	1101050	Mar 1	Tues	Mar 7	Mon
Mar 1-15	1101060	Mar 16	Wed	Mar 22	Tues
Mar 16-31	1101070	Apr 1	Fri	Apr 7	Thur
Apr 1-15	1101080	Apr 18	Mon	Apr 22	Fri
Apr 16-30	1101090	May 2	Mon	May 6	Fri
May 1-15	1101100	May 16	Mon	May 20	Fri
May 16-31	1101110	<b>May 31-8am</b>	Tues	<b>June 7</b>	Tues <i>Summer</i>
June 1-15	1101120	<b>June 15 -10am</b>	Wed	<b>June 22</b>	Wed <i>Summer</i>
June 16-30	1101130	<b>June 30 - 10am</b>	Thur	<b>July 7</b>	Thur <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			
<b>TOTAL HOURS</b>							<b>8</b>	<b>1</b>	<b>4</b>	<b>4</b>	

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

**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.