



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

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

**2010/2011**

PAY PERIOD	PAYROLL NUMBER	TIMESHEETS DUE 10 AM AT BMU 219		PAY DAY IS NOON AT BMU 219	
July 1-15	1002140	<b>July 15-10am</b>	Thur	July 26	Mon <i>Summer</i>
July 16-31	1002150	<b>July 29-10am</b>	Thur	Aug 10	Tues <i>Summer</i>
Aug 1-15	1002160	Aug 16	Mon	Aug 25	Wed
Aug 16-31	1002170	<b>Aug 31-10am</b>	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	<b>Dec 15-10am</b>	Wed	<b>Dec 22**</b>	Wed
Dec 16-31	1102010	<b>Dec 17-12pm**</b>	Fri	Jan 10	Mon
Jan 1-15	1102020	<b>Jan 14-5pm</b>	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	<b>May 31-8am</b>	Tue	June 9	Thur <i>Summer</i>
June 1-15	1102120	<b>June 15 -10am</b>	Wed	June 23	Thur <i>Summer</i>
June 16-30	1102130	<b>June 30-10am</b>	Thur	July 8	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.*