



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?

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 Salaried Employees

2010/2011

PAY PERIOD	PAYROLL NUMBER	TIMESHEETS DUE 10 AM AT BMU 219		PAY DAY IS NOON AT BMU 219	
July 1-15	1001140	Jul 15 -10am	Thur	July 22	Thur <i>Summer</i>
July 16-31	1001150	Jul 29 -10am	Thur	Aug 5	Thur <i>Summer</i>
Aug 1-15	1001160	Aug 16	Mon	Aug 20	Fri
Aug 16-31	1001170	Aug 31-10am	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	Dec 15-10am	Wed	Dec 22**	Wed
Dec 16-31	1101010	Dec 17-12pm**	Fri	Jan 7	Fri
Jan 1-15	1101020	Jan 14- 5pm	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	May 31-8am	Tues	June 7	Tues <i>Summer</i>
June 1-15	1101120	June 15 -10am	Wed	June 22	Wed <i>Summer</i>
June 16-30	1101130	June 30 - 10am	Thur	July 7	Thur <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.