



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

**2011/2012**

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	1102140	<b>July 14-10am</b>	Thur	July 25	Mon <i>Summer</i>
July	16-31	1102150	Aug 1	Mon	Aug 10	Wed <i>Summer</i>
Aug	1-15	1102160	Aug 16	Tues	Aug 25	Thur
Aug	16-31	1102170	<b>Aug 31-10am</b>	Wed	Sept 9	Fri
Sept	1-15	1102180	Sept 16	Fri	Sept 26	Mon
Sept	16-30	1102190	<b>Sept 30—5pm</b>	Fri	Oct 7	Fri
Oct	1-15	1102200	Oct 17	Mon	Oct 25	Tues
Oct	16-31	1102210	Nov 1	Tues	Nov 10	Thur
Nov	1-15	1102220	Nov 16	Wed	Nov 23	Wed
Nov	16-30	1102230	Dec 1	Thur	Dec 9	Fri
Dec	1-15	1102240	<b>Dec 15-10am</b>	Thur	<b>Dec 22**</b>	Thur
Dec	16-31	1202010	<b>Dec 23-12pm**</b>	Fri	Jan 10	Tues
Jan	1-15	1202020	<b>Jan 17-5pm</b>	Tue	Jan 25	Wed
Jan	16-31	1202030	Feb 1	Wed	Feb 10	Fri
Feb	1-15	1202040	Feb 16	Thur	Feb 24	Fri
Feb	16-28	1202050	Mar 1	Thur	Mar 9	Fri
Mar	1-15	1202060	Mar 16	Fri	Mar 26	Mon
Mar	16-31	1202070	Apr 2	Mon	Apr 10	Tues
Apr	1-15	1202080	Apr 16	Mon	Apr 25	Wed
Apr	16-30	1202090	May 1	Tues	May 10	Thur
May	1-15	1202100	May 16	Mon	May 25	Fri
May	16-31	1202110	<b>May 31-10am***</b>	Thur	<b>June 7***</b>	Thur <i>Summer</i>
June	1-15	1202120	<b>June 14-0am***</b>	Thur	June 25	Mon <i>Summer</i>
June	16-30	1202130	<b>July 2***</b>	Mon	July 10	Tue <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	Amount
66665	4444	50.00
66667	4443	100.00
TOTALS		150.00

**NOTE: PAYDAY ADJUSTMENTS WERE NECESSARY BECAUSE OF HOLIDAY, SUMMER OR WEEKEND TIME CONSTRAINTS.**

**Summer AS. Business Office Window Hours:**  
Mon.—Thur. 8:00 am—4:30 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.