



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

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	1101140	Jul 14 -10am	Thur	July 22	Fri**<i>Summer</i>
July 16-31	1101150	Aug 1	Mon	Aug 5	Fri** <i>Summer</i>
Aug 1-15	1101160	Aug 16	Tues	Aug 22	Mon
Aug 16-31	1101170	Aug 31-10am	Wed	Sept 7	Wed
Sept 1-15	1101180	Sept 16	Fri	Sept 22	Thur
Sept 16-30	1101190	Sept 30—5pm	Fri	Oct 7	Fri
Oct 1-15	1101200	Oct 17	Mon	Oct 21	Fri
Oct 16-31	1101210	Nov 1	Tues	Nov 7	Mon
Nov 1-15	1101220	Nov 16	Wed	Nov 22	Tues
Nov 16-30	1101230	Dec 1	Thur	Dec 7	Wed
Dec 1-15	1101240	Dec 15-10am	Thur	Dec 22	Thur
Dec 16-31	1201010	Dec 23-12pm**	Fri	Jan 6	Fri
Jan 1-15	1201020	Jan 13- 10am	Fri	Jan 20	Fri
Jan 16-31	1201030	Feb 1	Wed	Feb 7	Tues
Feb 1-15	1201040	Feb 16	Thur	Feb 22	Wed
Feb 16-28	1201050	Mar 1	Thur	Mar 7	Wed
Mar 1-15	1201060	Mar 16	Fri	Mar 22	Thur
Mar 16-31	1201070	Apr 2	Mon	Apr 6	Fri
Apr 1-15	1201080	Apr 16	Mon	Apr 20	Fri
Apr 16-30	1201090	May 1	Tues	May 7	Mon
May 1-15	1201100	May 16	Wed	May 22	Tues
May 16-31	1201110	May 31-8am	Thurs	June 7***	Thur <i>Summer</i>
June 1-15	1201120	June 14 -10am	Thurs	June 22***	Fri** <i>Summer</i>
June 16-30	1201130	July 2	Mon	July 6***	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.	Vac	Hol	Sick
Mon	1st	16th							4	4	
Tues	2nd	17th	9:00am	11:00am	12:00pm	7:00pm	8	1			
TOTAL HOURS							8	1	4	4	

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

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

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