



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

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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

2011/2012

PAY PERIOD	PAYROLL NUMBER	TIMESHEETS DUE <u>10 AM AT BMU 219</u>		PAY DAY IS <u>NOON AT BMU 219</u>	
		Start	End	Day	Date
July 1-15	1102140	July 14-10am	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	Aug 31-10am	Wed	Sept 9	Fri
Sept 1-15	1102180	Sept 16	Fri	Sept 26	Mon
Sept 16-30	1102190	Sept 30—5pm	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	Dec 15-10am	Thur	Dec 22**	Thur
Dec 16-31	1202010	Dec 23-12pm**	Fri	Jan 10	Tues
Jan 1-15	1202020	Jan 17-5pm	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	May 31-10am***	Thur	June 7***	Thur <i>Summer</i>
June 1-15	1202120	June 14-0am***	Thur	June 25	Mon <i>Summer</i>
June 16-30	1202130	July 2***	Mon	July 10	Tue <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. 8:00am—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.

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.