



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

2011/2012

PAY PERIOD		PAYROLL NUMBER	TIMESHEETS DUE 10 AM AT BMU 219		PAY DAY IS NOON AT BMU 219	
July	1-15	1101140	Jul 14 -10am	Thur	July 22	Fri** Summer
July	16-31	1101150	Aug 1	Mon	Aug 5	Fri** Summer
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** Summer
June	16-30	1201130	July 2	Mon	July 6***	Fri** Summer

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. 8:00am—4:30 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.