By signing this timesheet, I certify that:

1. 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.

2. The hours are within the administrative guideline for the 125% rule as described on the reverse side.

3. During the 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 timesheet that I did not receive either a meal or rest period.

4. 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(s):

___________________________ Project # _____
___________________________ Project # _____
___________________________ Project # _____

The above signature(s) certifies that this time record is accurate and has approved all overtime listed.

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.

TOTAL HOURS TO BE PAID

Foundation: ________________  Payroll: ________________
Compensation must be in compliance with the project budget and the project performance period. A Personnel Action Form (PAF) with the corresponding pay rate must be on file in the Foundation Human Resources office. Foundation timesheets should be completed and submitted for overload pay on a semi-monthly basis according to the schedule below.

Please note: The Chancellor's Office limits faculty and staff to working no more than 125% time on all activities (e.g., University appointment or position, grants and contracts or other campus-funded work). It is the responsibility of the faculty or staff member to monitor their percentage of time worked on all University activities, including payments received from either the State or any of its Auxiliaries.

Additional Compensation:

I. AY Faculty Overload

Includes only work performed during the Academic Year and the work performed over and above the faculty member's assigned University AY appointment up to 125%. For example, a full-time (100% time) faculty may work 25% overload or a total of 170 hours during the 17 weeks in each semester or 340 hours during a full academic year.

Rate calculation:

Hourly rate: Divide the faculty member's academic year salary or salary base being used for non-federal projects by 170, the number of days covered by the faculty contract and then divide by 8. (Example: $54,400 ÷ 170 = $320/day ÷ 8 = $40.00 per hour)

National Science Foundation Funded Projects (NSF)

Hourly rate: Using 9 months as a base salary, divide by 9 and then divide by 173.33, the number of work hours in a month. (Example: $45,000 ÷ 9 months = $5,000/month ÷ 173.33 = $28.85 per hour (at 100% time for one summer month.).

IIa. AY Faculty-Other Additional Compensation includes Intersession, Fall and Spring breaks and Summersalary, these time periods are not included in the Academic Year University appointment base and should be monitored separately from AY Overload. Faculty members can work up to 125% during these time periods. Please note, any additional campus activities resulting in compensation by the State, such as teaching an Intersession or Summer School class or being paid as a Special Consultant, must be counted toward the 125% time limit for this non-academic year period.

Rate calculation:

Hourly rate: Divide the faculty member's academic year salary or salary base being used for non-federal projects by 170, the number of days covered by the faculty contract and then divide by 8, the average number of hours in a day. (Example: $54,400 ÷ 170 = $320/day ÷ 8 = $40.00 per hour)

Payday adjustments were necessary because of holiday or weekend time constraints.

*Timesheets are due before the end of the pay period

**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.