# Hourly Non-Benefited Employee Timesheet

**Project** | **Object** | **Pay Rate** | **Regular** | **Overtime** | **Sick**
--- | --- | --- | --- | --- | ---

**PAY PERIOD**

**TOTAL HOURS**

**USE BLACK OR BLUE INK ONLY**

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**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 timescard 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 timescard 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. I understand that I am not eligible for sick time under AB1522 until I have worked a minimum of 30 days in a 12 month period and that I have completed 90 days of employment.

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**Authorized Supervisor Signature(s):**

(must be one-up from employee)

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

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Foundation: ___________ Payroll: ___________
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 RF Admin 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Time In</th>
<th>Time Out</th>
<th>Regular</th>
<th>OT Hrs</th>
<th>Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>1st-16th</td>
<td>8:00am</td>
<td>12:00pm</td>
<td>1:00pm</td>
<td>5:00pm</td>
<td>8</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td>2nd-17th</td>
<td>8:00am</td>
<td>11:00am</td>
<td>12:00pm</td>
<td>6:00pm</td>
<td>8</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS**

<table>
<thead>
<tr>
<th>Project</th>
<th>Object</th>
<th>Regular</th>
<th>Overtime</th>
<th>Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>66665</td>
<td>4444</td>
<td>8</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>66667</td>
<td>4443</td>
<td>8</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTALS**

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.