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.
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 hours worked by project and object.

- 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.

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.