

RES HOURLY TIME CARD

EMPLOYEE: Jared Park
EMPLOYEE ID: 012288460
PAY PERIOD: October 2012
(MONTH & YEAR)

FUND: 19900-24439

ACTUAL HOURS WORKED

(recorded to the nearest quarter hour)

DAY	MON	TUES	WED	THUR	FRI	SAT	SUN
DATE	10/1	10/2	10/3	10/4	10/5	10/6	10/7
HOURS WORKED	1.50					4.50	1.00
DATE	10/8	10/9	10/10	10/11	10/12	10/13	10/14
HOURS WORKED	2.50		1.50			1.00	
DATE	10/15	10/16	10/17	10/18	10/19	10/20	10/21
HOURS WORKED	2.50		3.50				
DATE	10/22	10/23	10/24	10/25	10/26	10/27	10/28
HOURS WORKED							
DATE	10/29	10/30	10/31				
HOURS WORKED							
DATE							
HOURS WORKED							

Weekly Totals:

7.00

5.00

6.00

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TOTAL WORKING HOURS IN MONTH: 184

DUE DATE: TBA

PAY DATE: Nov 8, 2012

18.00

For Office Use:

Employee Signature: _____

Email: jaredpark@berkeley.edu

Date: _____

P.I./Supervisor Signature: _____

Print Name: Michael Reich

Date: _____

Employee and P.I./Supervisor signatures are REQUIRED.

Please submit approved time cards in **ONE** of the following ways:

- 1) Scan/Email to respayroll@berkeley.edu (please indicate Dept/Research Unit in subject line)
- 2) Fax: 510-643-4734
- 3) Physical drop-off location or Intercampus Mail - 206 Stanley Hall (Mail code 3220)
OR 2150 Shattuck Ave, 10th Floor (Mail code 1295)