

# RES HOURLY TIME CARD

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

**FUND:** 19900-24439

## ACTUAL HOURS WORKED

(recorded to the nearest quarter hour)

DAY	MON	TUES	WED	THUR	FRI	SAT	SUN
DATE						9/1	9/2
HOURS WORKED						4.00	
DATE	9/3	9/4	9/5	9/6	9/7	9/8	9/9
HOURS WORKED	HOLIDAY				1.00	1.50	5.50
DATE	9/10	9/11	9/12	9/13	9/14	9/15	9/16
HOURS WORKED	1.50			1.00		2.50	
DATE	9/17	9/18	9/19	9/20	9/21	9/22	9/23
HOURS WORKED			3.50				4.00
DATE	9/24	9/25	9/26	9/27	9/28	9/29	9/30
HOURS WORKED	1.50				2.00		
DATE							
HOURS WORKED							

**Weekly Totals:**

4.00

8.00

5.00

7.50

3.50

-

**TOTAL WORKING HOURS IN MONTH:** 152

**DUE DATE:** TBA

**PAY DATE:** Oct 8, 2012

28.00

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](mailto: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)