

1.	Please type the	following i	information	into th	ne fields	below	which	will	carry	through	to the	e mont	hly
tin	nesheets:												

Name:	
Employee ID #:	
Email/Phone:	
Department:	
Supervisor:	

- 2. Click on month to access timesheet or use side panel list.
- **3.** If you are handwriting your information, please write legibly in BLUE or BLACK ink. NOT Pencil. Electronic signatures are not accepted.
- **4.** Round all hours to the nearest quarter hour (0.25, 0.50, 0.75).
- **5.** Project hours through the last day of the month.
- **6.** Each timesheet must be signed and dated by the employee and approved, signed and dated by the PI/Supervisor on record in the HR database.
- **7.** Report hours worked for current month <u>only</u>. Please submit prior months hours on the appropriate month's timesheet. Do NOT include Holiday hours earned, only hours worked during these days. Holiday hours are earned when an employee works at least 50% of the monthly working hours.
- **8.** The due dates are pre-printed for each month. Please submit timesheets to your department dropbox by the deadline. Failure to do so may result in a late payment.
- **9.** Please conatct us with any questions or concerns about your timesheets at: ersopayroll@erso.berkeley.edu.

2014 HOURLY TIMESHEET DEADLINES, PAYDATES & HOLIDAYS:

MONTH	TOTAL WORK HOURS IN MONTH	<u>HOLIDAYS</u>	TIMESHEET DEADLINE	<u>PAYDATE</u>
January	184	January 20	01/24/14	02/07/14
February	160	February 17	02/24/14	03/07/14
March	168	March 28	03/25/14	04/08/14
April	176	none	04/25/14	05/08/14
May	176	May 26	05/23/14	06/06/14
June	168	none	06/23/14	07/08/14
			07/25/14	
			08/25/14	
			09/25/14	
			10/24/14	
			11/20/14	
			12/19/14	



Pay Period	January
Total Hours in Month	184
Timesheet Due Date	01/24/14
Pay Date	02/07/14

Employee Name:		Timesheet Due Date	01/24/14
Employee ID #:		Pay Date	02/07/14
Department:	•		

ACTUAL HOURS WORKED															
	(record daily actual hours to the nearest quarter hour) MON TUES WED THUR FRI SAT SUN Weekly Totals:														
MON															
		1	2	3	4	5									
		Holiday													
6	7	8	9	10	11	12									
13	14	15	16	17	18	19									
20	21	22	23	24	25	26									
Holiday															
27	28	29	30	31											
						TOTAL									

Employee Signature:	Email/Phone:	Date
PI/Supervisor Signature:	Print Name:	Date

Payroll Services Use Only													
Title Code			Fu	nding Sour	ce Chartstri	ng			Hourly Pay				
Title Code	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate				

Submit approved timesheets to your designated departmental drop box.

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



PI/Supervisor Signature:

2014 Hourly Timesheet Instructions CSS Team 2 Department University of California, Berkeley

Pay Period	February
Total Hours in Month	168
Timesheet Due Date	02/24/14
Pay Date	03/07/14

Date

Employee Name:	Timesheet Due Date	02/24/14
Employee ID #:	Pay Date	03/07/14
Department:		

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11011	(record daily actual hours to the nearest quarter hour) MON TUES WED THUR FRI SAT SUN Weekly Totals:												
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Holiday													
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nd P.I./Superv	isor signature	s are REQU	JIRED.										
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nature:			Email/Phone:				Date						

Payroll Services Use Only												
Title Code	Funding Source Chartstring											
Thie Gode	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate			

Print Name:

Submit approved timesheets to your designated departmental drop box.



2014 Hourly Timesheet Instructions CSS Team 2 Department University of California, Berkeley

Pay Period	March
Total Hours in Month	168
Timesheet Due Date	03/25/14
Pay Date	04/08/14

Employee Name:	Timesheet Due Date	03/25/14
Employee ID #:	Pay Date	04/08/14
Department:		

MON	TUES	WED	THUR	FRI	SAT	SUN	Weekly Totals:
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3	4	5	О	,	0	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
				Holiday			
31							
						TOTAL	
P.I./Supervis	or signature	s are REQU	JIRED.				
			Email/Phone:				Date

Payroll Services Use Only											
Title Code Funding Source Chartstring									Hourly Pay		
Title Gode	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr#	Rate		

Submit approved timesheets to your designated departmental drop box.



Pay Period	April
Total Hours in Month	176
Timesheet Due Date	04/25/14
Pay Date	05/08/14

Date

Employee Name:		Timesheet Due Date	04/25/14
Employee ID #:		Pay Date	05/08/14
Department:			

	ACTUAL HOURS WORKED (record daily actual hours to the nearest quarter hour)										
MON											
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
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28	29	30									
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and P.I./Supervis	or signature	s are REQU	IRED.								
ignature:		-	Email/Phone:				Date				

Payroll Services Use Only											
Title Code Funding Source Chartstring									Hourly Pay		
Title Gode	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate		

Print Name:

Submit approved timesheets to your designated departmental drop box.

PI/Supervisor Signature:



PI/Supervisor Signature:

2014 Hourly Timesheet Instructions CSS Team 2 Department University of California, Berkeley

Pay Period	May
Total Hours in Month	176
Timesheet Due Date	05/23/14
Pay Date	06/06/14

Date

Employee Name:	Timesheet Due Date 05/23/14
Employee ID #:	Pay Date 06/06/14
Department:	

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26	27	28	29	30	31		
Holiday							
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P.I./Supervis	or signature	s are REQU	IIRED.			[

Payroll Services Use Only											
Title Code		Hourly Pay									
Title Code	Account Fund Dept ID Prog Chartfield 1 Chartfield 2 Wkstudy Cd Distr #										

Print Name:

Submit approved timesheets to your designated departmental drop box.



June	Pay Period
168	Total Hours in Month
06/23/14	Timesheet Due Date
07/08/14	Pay Date

Employee Name:			Timesheet Due Date	00/23/ I' +		
		Pay Date	07/08/14			
	(Print or Type Full Name)	<u>.</u>				
Employee ID #:						

			TUAL HO							
	(record daily actual hours to the nearest quarter hour)									
MON	TUES	WED	THUR	FRI	SAT	SUN	Weekly Totals:			
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ture:			Email/Phone:				Date			
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Payroll Services Use Only									
Title Code Funding Source Chartstring								Hourly Pay	
Title Gode	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr#	Rate