



2019 Summer Sessions Timesheet

ERSO Region 1 Departments

University of California, Berkeley

This timesheet is for use by READERS, TUTORS, and HOURLY EXEMPT Employees ONLY

**** Note:** Workstudy/Student Assistants must submit hours via CalTime.

INSTRUCTIONS:

Enter the following information into the fields below to populate your monthly timesheets:

Name:	William Yang
Employee ID #:	010200948
Email/Phone:	(650) 739-9449
Supervisor:	Jack Kolb
Department:	EECS - EH1EOP
Job Title:	Reader

Click on month to access the timesheet.

If you are handwriting your information, please write legibly in BLUE or BLACK ink. NOT Pencil. Typed, copy/paste or no signatures are unacceptable.

Round all hours to the nearest quarter hour (0.25, 0.50, 0.75).

Project hours through the last day of the month.

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.

Report hours worked for current month only. Submit an additional timesheet if extra hours need to be paid from a prior month. If eligible for holiday pay, Do NOT include calculate Holiday hours earned, these will be automatically included.

Deadlines are indicated on the timesheet. **Late submissions might delay payment until the next available primary payday.**

Employee must have an active appointment in the HR Database before pay is processed. Inactive appointments might delay payment.

Submit approved timesheets to: ERSO Payroll Services 197M Cory Hall (Mail Code 1774)

If you have any questions or concerns regarding your timesheets contact: ersopayroll@erso.berkeley.edu.

2019 HOURLY TIMESHEET DEADLINES, PAYDATES & HOLIDAYS:

MONTH	TOTAL WORK HOURS IN MONTH	TIMESHEET DEADLINE	PAYDATE
June	160	06/13/19	07/01/19
July	184	07/17/19	08/01/19
August	176	08/14/19	08/30/19
September	168	09/14/19	10/01/19
October	184	10/16/19	11/01/19
November	168	11/13/19	11/29/19
December	176	12/13/19	01/02/20



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ERSO Region 1 Departments
University of California, Berkeley

READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

Pay Period	June
Total Hours in Month	160
Timesheet Due Date	06/13/19
Pay Date	07/01/19

Employee Name: William Yang
(Print or Type Full Name)

Employee ID #: 010200948

Department: EECS - EH1EOP

Job Title: Reader

**Late timesheet submissions will be paid on the next available payday.*

ACTUAL HOURS WORKED							
(record daily actual hours to the nearest quarter hour: 0.25)							
SUN	MON	TUES	WED	THUR	FRI	SAT	Weekly Totals:
	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	10.00
			2	3	5		
30							
TOTAL							10.00

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

<u>William Yang</u>	<u>william_yang@berkeley.edu/(650) 739-9449</u>	<u>10/1/19</u>
Employee Signature:	Email/Phone:	Date
<u>Jack Kolb</u>	<u>Jack Kolb</u>	<u>10/1/19</u>
PI/Supervisor Signature:	Print Name:	Date

Submit approved timesheets to: 197M Cory Hall (Mail Code #1774)

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

Submit approved timesheets to: 197M Cory Hall (Mail Code #1774), or your departmental drop box.



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READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

Pay Period	July
Total Hours in Month	184
Timesheet Due Date	07/17/19
Pay Date	08/01/19

Employee Name: William Yang
(Print or Type Full Name)

Employee ID #: 010200948

Department: EECS - EH1EOP

Job Title: Reader

**Late timesheet submissions will be paid on the next available payday.*

ACTUAL HOURS WORKED							
(record daily actual hours to the nearest quarter hour: 0.25)							
SUN	MON	TUES	WED	THUR	FRI	SAT	Weekly Totals:
	1	2	3	4	5	6	
	1		3	Holiday	8		12.00
7	8	9	10	11	12	13	
	3				4	3	10.00
14	15	16	17	18	19	20	
2		3		8	3		16.00
21	22	23	24	25	26	27	
3	2		3		3	3	14.00
28	29	30	31				
3	2		2				7.00
TOTAL							59.00

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

William Yang
Employee Signature:

william_yang@berkeley.edu/(650) 739-9449
Email/Phone:

10/1/19
Date

Jack Kolb
PI/Supervisor Signature:

Jack Kolb
Print Name:

10/1/19
Date

Submit approved timesheets to: 197M Cory Hall (Mail Code #1774)

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READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

Pay Period	August
Total Hours in Month	176
Timesheet Due Date	08/14/19
Pay Date	08/30/19

Employee Name: William Yang
(Print or Type Full Name)

Employee ID #: 010200948

Department: EECS - EH1EOP

Job Title: Reader

**Late timesheet submissions will be paid on the next available payday.*

ACTUAL HOURS WORKED							
(record daily actual hours to the nearest quarter hour: 0.25)							
SUN	MON	TUES	WED	THUR	FRI	SAT	Weekly Totals:
				1	2	3	6.00
				2	2	2	
4	5	6	7	8	9	10	13.00
2	2	2	2	2	1	2	
11	12	13	14	15	16		13.00
2	3	2	2	2	2		
TOTAL							32.00

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

William Yang
Employee Signature:

william_yang@berkeley.edu/(650) 739-9449
Email/Phone:

10/1/19
Date

Jack Kolb
PI/Supervisor Signature:

Jack Kolb
Print Name:

10/1/19
Date

Submit approved timesheets to: 197M Cory Hall (Mail Code #1774)

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