
SJSU Research Foundation Timesheet

Name:  
Acct #:  
Employee ID:  
Class #:  
Account.checkBox:  

For the period of:  
(Month)  (Day Range)  (Year)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>TOTAL HOURS</th>
<th>PAID HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Regular Hrs:  
Overtime Hrs:  
Vacation Hrs:  
Sick Hrs Paid:  
Holiday Hrs:  
Other Hrs:  
Total Hrs:  

Academic Year Appointment Only

Amount of Time Worked:  % Or Hours
Amount to Be Paid:  
Time Period Covered:  
Indicate Month, Day, Year

Note: In order to satisfy the time and effort reporting requirements for academic employees, please complete:

SJU:  % Or Hours
Continuing Education:  % Or Hours
Foundation Project(s):  % Or Hours

Paid:
Account No.:  % Or Hours
Account No.:  % Or Hours
Account No.:  % Or Hours
Account No.:  % Or Hours
Account No.:  % Or Hours
Account No.:  % Or Hours

<table>
<thead>
<tr>
<th>One-Time Pay/Other Appt. Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify Dates:</td>
</tr>
</tbody>
</table>

Summary of Accrual Hours for Pay Period

<table>
<thead>
<tr>
<th>Begin Balance</th>
<th>Hours Credited</th>
<th>Hours Taken</th>
<th>Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Non-Exempt Employees Only: Check box to certify that you were given and took all of your breaks and meal periods.

Upon Termination, check if this is the final timesheet to be submitted.

I certify I worked the hours as recorded:

Employee Signature:  Date: 
Signature of Supervisor:  Date: 
Signature of Project Director:  Date: 

Payroll Use Only: Init.  Date: 
HOW TO FILL OUT YOUR TIMESHEET

1. Your name: Last name, first name (i.e. Smith, John).

2. For the period of: Select from drop down menu a month, date range and year. This timesheet has a macro (software) in it. The macro fills in the date of the month and the day of the week for you automatically after you make the drop-down selections. In order for the macro to work, you have to enable it. With Excel 2007, click Options (under the tool bar), then enable this content.

3. Acct #: Fill in your account number assigned to your project (i.e. 21-1100-2002).

4. Enter your Employee ID #: (i.e.123456) and Class #: (i.e. 300). These numbers can be found in the paycheck/EFT earnings statement top center.

5. Exempt employees only: Check box and enter exception hours only (i.e. 8 vacation, and/or 8 sick). Skip steps 6 and 7 go to step 8.

6. Day and Date: Fill in the day and date for the hours you worked (i.e. Mon. 4/15).

7. Hours Section: Fill in the number of hours you worked for each day worked (i.e. 8 reg.).

8. Summary of Accrual Hours: Fill in the beginning balance of you vacation and sick hour’s accrued balance from your last paycheck stub. Also, write your vacation and sick hours credited to you each pay period.

9. Non Exempt employee: Check this box to certify that you took all of your breaks and meal periods.

10. Employee Signature: Please print your timesheet; sign your name and date.

11. Signature of Supervisor: Please forward to your supervisor to review, approve, sign, and date your timesheet. (Employees that are required to work on a holiday must have hours initialed by the supervisor, otherwise the timesheet may be subject to processing/payment delays).

12. Signature of Project Director: Please forward to the Project Director to review, approve, sign, and date.

13. Academic year employee only: Indicate % time or hours worked and/or the amount to be paid and time period covered.