

Revised Timesheet

SJSU Research Foundation Timesheet

5 IF YOU ARE AN EXEMPT EMPLOYEE CHECK BOX



1 (PRINT) (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_  
 2 (MONTH) \_\_\_\_\_ (DAY RANGE) \_\_\_\_\_ (YEAR) \_\_\_\_\_  
 3 ACCT # \_\_\_\_\_  
 4 Employee ID \_\_\_\_\_  
 Class # \_\_\_\_\_

Paid on more than one account please, check box.   
 Separate timesheets must be submitted for each account being charged.

6

FOR THE PERIOD OF:

DATE											TOTAL HOURS	PAID HOURS
DAY												
REGULAR HRS	7											
OVERTIME HRS												
VACATION HRS												
SICK HRS PAID												
HOLIDAY HRS												
OTHER HRS												
TOTAL HRS												

13

ACADEMIC YEAR APPOINTMENT ONLY

AMOUNT OF TIME WORKED \_\_\_\_\_ HOURS  
 AMOUNT TO BE PAID \$ \_\_\_\_\_ % OR \_\_\_\_\_  
 TIME PERIOD COVERED \_\_\_\_\_

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

INDICATE MONTH, DAY, YEAR

SJSU												
Continuing Education												
FOUNDATION PROJECT(S):												
PAID:												
ACCOUNT NO.												
ACCOUNT NO.												

ONE-TIME PAY/OTHER APPT. PERIOD  
 SPECIFY DATES \_\_\_\_\_

8

SUMMARY OF ACCRUAL HOURS FOR PAY PERIOD

BEGIN BALANCE	HOURS CREDITED	HOURS TAKEN	ENDING
VACATION			
SICK TIME			

For Non-Exempt Employees Only: CHECK BOX TO CERTIFY THAT YOU WERE GIVEN AND TOOK ALL OF YOUR BREAKS AND MEAL PERIODS.  9

UPON TERMINATION, CHECK IF THIS IS THE FINAL TIMESHEET TO BE SUBMITTED.

I CERTIFY I WORKED THE HOURS AS RECORDED:

10 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 11 Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 12 Signature of Project Director \_\_\_\_\_ Date \_\_\_\_\_

PAYROLL USE ONLY: INIT. \_\_\_\_\_ DATE: \_\_\_\_\_

## HOW TO FILL OUT YOUR TIMESHEET

Timesheet must be submitted, according to the payroll calendar, each pay period for worked hours.

- 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.

If this is your last timesheet, please make sure that your supervisor is submitting the termination Appointment form to process your final check in timely manner.