

# Hourly Timesheet



- Student.Work Study
- Student.Non-WorkStudy
- Non-Student Hourly
- State Classified. Hourly
- State Classified.Salaried

Dept No.  Name (Last, First MI)

Assignment No.

Pay Period End Date  CSU ID

Job Class

Date	Time In	Time Out	Duration	Account
<b>Total - Week 1</b>				

Date	Time In	Time Out	Duration	Account
<b>Total - Week 2</b>				
<b>Total - Week 1</b>				
<b>Total - Pay Period</b>				

**Instructions for recording daily time:** All information on this sheet must be entered. The immediate supervisor should record in the tables above the date, start and stop times of applicable work, and the total time worked.

Straight Time \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Excess/OT \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Gross Pay \_\_\_\_\_ \$ \_\_\_\_\_

Account	ERN	Hours

Loaded to time summary  
 Schedule \_\_\_\_\_  
 Hand-loaded

I certify that the time recorded on this sheet is correct and accounts for all hours worked during the pay period.

\_\_\_\_\_  
 Employee Signature Date

I certify that this sheet accurately records the hours worked by the above employee.

\_\_\_\_\_  
 Supervisor Signature Date

I certify that the account indicated is correct for this charge and that the funds are available.

\_\_\_\_\_  
 Authorized Signature Date