



# 2015 Hourly Exempt Timesheet Template

## COE/CED/Team 2 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:

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

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

2. Click on month to access the timesheet.
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 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.
8. Deadlines are indicated on the timesheet. **Late submissions might delay payment until the next available payday.**
9. Employee must have an active appointment in the HR Database before pay is processed. Inactive appointments might delay payment.
10. Submit approved timesheets to: ERSO Payroll Services 197M Cory Hall (Mail Code 1774)
11. If you have any questions or concerns regarding your timesheets contact: [ersopayroll@erso.berkeley.edu](mailto:ersopayroll@erso.berkeley.edu).

### 2014 HOURLY TIMESHEET DEADLINES, PAYDATES & HOLIDAYS:

<u>MONTH</u>	<u>TOTAL WORK HOURS IN MONTH</u>	<u>TIMESHEET DEADLINE</u>	<u>PAYDATE</u>
January	176	01/21/15	01/30/15
February	160	02/18/15	02/27/15
March	176	03/19/15	04/01/15
April	176	04/20/15	05/01/15
May	168	05/19/15	06/01/15
June	176	06/19/15	07/01/15



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 University of California, Berkeley

**READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES**

Pay Period	January
Total Hours in Month	176
Timesheet Due Date	<b>01/21/15</b>
Pay Date	<b>01/30/15</b>

Employee Name: \_\_\_\_\_  
 (Print or Type Full Name)

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

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

Employee Signature: \_\_\_\_\_ Email/Phone: \_\_\_\_\_ Date: \_\_\_\_\_

PI/Supervisor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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	February
Total Hours in Month	160
Timesheet Due Date	<b>02/18/15</b>
Pay Date	<b>02/27/15</b>

Employee Name: \_\_\_\_\_  
 (Print or Type Full Name)

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

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

Employee Signature: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Date \_\_\_\_\_

PI/Supervisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_

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**READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES**

Pay Period	March
Total Hours in Month	176
Timesheet Due Date	<b>03/19/15</b>
Pay Date	<b>04/01/15</b>

Employee Name: \_\_\_\_\_  
(Print or Type Full Name)

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

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

Employee Signature: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Date: \_\_\_\_\_

PI/Supervisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES**

Pay Period	April
Total Hours in Month	176
Timesheet Due Date	<b>04/20/15</b>
Pay Date	<b>05/01/15</b>

Employee Name: \_\_\_\_\_  
(Print or Type Full Name)

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

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

Employee Signature: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Date: \_\_\_\_\_

PI/Supervisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	

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**READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES**

Pay Period	May
Total Hours in Month	168
Timesheet Due Date	<b>05/19/15</b>
Pay Date	<b>06/01/15</b>

Employee Name: \_\_\_\_\_  
 (Print or Type Full Name)

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

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

Employee Signature: \_\_\_\_\_ Email/Phone: \_\_\_\_\_ Date: \_\_\_\_\_

P.I./Supervisor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Pay Period	June
Total Hours in Month	176
Timesheet Due Date	<b>06/19/15</b>
Pay Date	<b>07/01/15</b>

Employee Name: \_\_\_\_\_  
(Print or Type Full Name)

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

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

Employee Signature: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Date: \_\_\_\_\_

PI/Supervisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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