

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:	
Email/Phone:	
Supervisor:	
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.
- Report hours worked for current month <u>only</u>. 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.

2014 HOURLY TIMESHEET DEADLINES, PAYDATES & HOLIDAYS:

MONTH	<u>TOTAL WORK</u> HOURS IN MONTH	TIMESHEET DEADLINE	PAYDATE
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

		oot		Pay Period	January						
	2015 Hourly Exempt Timesheet Total Hours in Month COE/CED/Team 2 Departments Total Hours in Month University of California, Berkeley Timesheet Due Date										
~~~	Timesheet Due Date										
	READ		Pay Date	01/30/15							
Employee Name: (Print or Type Full Name) *Late timesheet submission on the next available p											
Emplo	yee ID #:										
Department:											
J	lob Title:										
				UAL HC							
				actual hour		•					
	SUN	MON	TUES	WED	THUR 1	FRI 2	SAT	Weekly Tot	als:		
					1	2	3				
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17				

TOTAL

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 0							ing	Hourly Pay		
		Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate
l										

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

	2015 Hourly Exempt Timesheet	Pay Period	February
	COE/CED/Team 2 Departments	Total Hours in Month	160
	University of California, Berkeley	Timesheet Due Date	02/18/15
	READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES	Pay Date	02/27/15
Employe	ee Name: (Print or Type Full Name)	*Late timesheet submis on the next availa	,
Employ	ee 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				
						TOTAL				

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

Employee Signature:	Email/Phone:	Date
PI/Supervisor Signature:	Print Name:	Date

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ERSO Payroll Services Use Only									
Funding Source Chartstring								Hourly Pay	
Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate	
•	Account	Account Fund	Fu	Funding Sour	Funding Source Chartstri	Funding Source Chartstring	Funding Source Chartstring	Funding Source Chartstring	

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2015 Hourly Exempt Timesheet COE/CED/Team 2 Departments					Pay Period	March			
	20	COE/CE	D/Team	2 Depar	tments	GGL	Total Hou	rs in Month	176
		Univers	Timeshe	et Due Date	03/19/15				
	READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES							Pay Date	04/01/15
Employ	yee Name:	/r	Print or Type				*I ate time	sheet submis	sions will be paid
Emplo	oyee ID #:							ne next availa	
Emplo	yee ID #.								
Dep	oartment:								
	Job Title:								
					URS WO				
			record daily				,		
	SUN	MON	TUES	WED	THUR	FRI	SAT 7	Weekly Tot	als:
	1	2	3	4	5	6	1		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	31						
							TOTAL		

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

Employee S	Signature:
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Email/Phone:

Date

PI/Supervisor Signature:

Print Name:

Date

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

ERSO Payroll Services Use Only									
ırly Pay									
Rate									

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

	20/	15 Hou	rly Exc	mot T	imoch	oot		Pay Period	April	
	20	COE/CE	D/Team	2 Depar	tments	501	Total Hou	rs in Month	176	
		Univer	sity of Cal	ifornia, Be	rkeley		Timeshe	et Due Date	04/20/15	)
	READ	ERS, TUTOF	RS, and HO	URLY EXEN	IPT EMPLO	YEES		Pay Date	05/01/15	)
Employ	yee Name:	(	Print or Type	e Full Name)		I		sheet submis e next availa	sions will be paid ble pavdav.	d
Emplo	yee ID #:									
Department:										
	Job Title:									
			ACI						_	
ACTUAL HOURS WORKED (record daily actual hours to the nearest quarter hour)										
	SUN	MON	TUES	WED	THUR	FRI	SAT	Weekly Tot	als:	
				1	2	3	4			
	5	6	7	8	9	10	11			
	5	0	1	0	5	10				
	12	13	14	15	16	17	18			
	19	20	21	22	23	24	25			
	26	27	28	29	30					
							TOTAL			

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

Employee Signature:
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Email/Phone:

Date

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
Thie bode	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate

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# **2015 Hourly Exempt Timesheet**

COE/CED/Team 2 Departments

University of California, Berkeley

#### READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

Employee Name:

(Print or Type Full Name)

Employee ID #:

Department:

Job Title:

ACTUAL HOURS WORKED											
		(record daily									
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											

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

Employee Signature:

Email/Phone:

Print Name:

Date

Date

Pl/Supervisor Signature:

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

ERSO Payroll Services Use Only									
Title Code		Hourly Pay							
1110 0000	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate

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Pay Period	Мау
Total Hours in Month	168
Timesheet Due Date	05/19/15
Pay Date	06/01/15

*Late timesheet submissions will be paid

on the next available payday.

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

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

Employee Name:

(Print or Type Full Name)

READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

**2015 Hourly Exempt Timesheet COE/CED/Team 2 Departments** University of California, Berkeley

Employee ID #:

Department:

Job Title:

	ACTUAL HOURS WORKED (record daily actual hours to the nearest quarter hour)											
SUN	MON	SAT	Weekly Totals:									
	1	TUES 2	WED 3	THUR 4	FRI 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										
						TOTAL						

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

Employee Signature:

Email/Phone:

Date

PI/Supervisor Signature:

Print Name:

Date

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Title Code		Hourly Pay							
The odde	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	Rate

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