



2014 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:	

- Click on month to access the timesheet.
- If you are handwriting your information, please write legibly in BLUE or BLACK ink. NOT Pencil. Electronic signatures are not accepted
- Round all hours to the nearest quarter hour (0.25, 0.50, 0.75).
- Project hours through the last day of the month.
- 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 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.
- Deadlines are indicated on the timesheet. **Late submissions might delay payment until the next available payday.**
- Employee must have an active appointment in the HR Database before pay is processed. Inactive appointments might delay payment.
- Submit approved timesheets to: ERSO Payroll Services 197M Cory Hall (Mail Code 1774)
- If you have any questions or concerns regarding your timesheets contact: 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>
July	184	07/21/14	08/01/14
August	168	08/19/14	08/29/14
September	176	09/18/14	10/01/14
October	184	10/20/14	10/31/14
November	160	11/14/14	12/01/14
December	184	12/17/14	01/02/15



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READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

Pay Period	July
Total Hours in Month	184
Timesheet Due Date	07/21/14
Pay Date	08/01/14

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			
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 Chartstring								Hourly Pay Rate
	Account	Fund	Dept ID	Prog	Chartfield 1	Chartfield 2	Wkstudy Cd	Distr #	

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READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

Pay Period	August
Total Hours in Month	168
Timesheet Due Date	08/19/14
Pay Date	08/29/14

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							
TOTAL							

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

Employee Signature: _____

Email/Phone: _____

Date: _____

PI/Supervisor Signature: _____

Print Name: _____

Date: _____

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Pay Period	September
Total Hours in Month	176
Timesheet Due Date	09/18/14
Pay Date	10/01/14

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					
TOTAL							

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	October
Total Hours in Month	184
Timesheet Due Date	10/20/14
Pay Date	10/31/14

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		
TOTAL							

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	November
Total Hours in Month	160
Timesheet Due Date	11/14/14
Pay Date	12/01/14

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							
TOTAL							

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

Employee Signature: _____ Email/Phone: _____ Date: _____

P.I./Supervisor Signature: _____ Print Name: _____ Date: _____

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READERS, TUTORS, and HOURLY EXEMPT EMPLOYEES

Pay Period	December
Total Hours in Month	184
Timesheet Due Date	12/17/14
Pay Date	01/02/15

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				
TOTAL							

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