



CSULA/University Auxiliary Services Inc.

TIME SHEET

UAS will not guarantee you'll be paid on time, unless an *accurate, complete, and signed* time sheet is received by 5:00 PM on Friday after the last day of the pay period. (Refer to UAS Payroll schedule for exact dates)

Corporate Contracts & Grants Agency Account

Employee Name								Department							
Start Period (Friday)								End of Period (Thursday)							
Week 1	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Week 2	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Date								Date							
Reg.								Reg.							
PTO								PTO							
O/T								O/T							
Other								Other							
Total for week 1								Total for week 2							

Total Hours to be Paid

Reg.	
PTO	
O/T	
Other	

Please use one time sheet for each project charged unless there is percentage allocation

Account	Project ID	% or \$ Allocation

I certify that I have performed services for the total number of hours/units or percent of effort shown above.

Employee Name _____ Date _____

Please mark if you want your check mailed to your home

Employee Signature _____

Authorized Name _____ Date _____

Authorized Signature _____

UAS Payroll Use Only	
Verifications <input type="checkbox"/> Signatures confirmed <input type="checkbox"/> Project ID confirmed <input type="checkbox"/> Amount verified	by: _____