

California State University,  
Long Beach Foundation

# TIME CARD

*Please read instructions on reverse side*

All time cards must be delivered to and time-stamped at the Foundation office by 5:00 p.m. on the last day of the pay period.  
Print all information with ball point pen (no pencil).

Pay Period Start \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(mo - day - yr)

Pay Period End \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(mo - day - yr)

CSULB ID#

[illegible]

Last Name

First Name

MI

			WEEK 1							WEEK 2							TOTALS	
Dates:																	Regular Hours	Other Hours
Project # (8 digits)	G/ L Line Item # (6 digits)	Type of Hours	S	S	M	T	W	T	F	S	S	M	T	W	T	F		
		Regular **																
		Overtime																
** If you are using Vacation, OPA, Holiday, Bereavement or Jury Duty hours for this pay period, please see reverse for instructions.		Vacation*																VAC
		OPA*																OPA
* Codes: H= Holiday, J= Jury, B= Bereavement	Total Daily Hours																	
GRAND TOTAL HOURS																		

Employee Certification: I certify that I have taken all required breaks and meal periods during the pay period covered by this time card. I understand that I must provide a written report of any missed breaks and/or meal periods to the Foundation Associate Director of Human Resources within five (5) business days of the date this time card is due. I further certify that I have complied with all Foundation policies.

Student employees certify that for the 32 weeks of the fall and spring semesters, they have not worked more than twenty (20) hours per week in total for CSULB and its auxiliary employers including the CSULB Foundation.

I certify that the hours stated above are accurate and represent all hours actually worked by me during the subject time period.

Foundation Use Only

Description of Work Performed/Comments (Optional):

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I certify that this employee worked the hours (regular, overtime, VAC/OPA and Holiday) as indicated above under my supervision.

I certify that the hours stated above are correct (regular, overtime, VAC/OPA and Holiday) and I approve the cost to the project(s) indicated.

<b>Employee's Signature (Required)</b>	<b>Date</b>
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Supervisor's Signature ( Recommended) \_\_\_\_\_ Date \_\_\_\_\_

<b>Project Director's or Authorized Administrator's Signature (Required)</b>	<b>Date</b>
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## Time Card Instructions

**SIGNATURES:** All timecards must have the employee's original signature. The employee's Supervisor, if other than the Project Director, must sign the Supervisor's signature line to certify the hours the employee worked during the pay period. The Project Director or Authorized Administrator (Department Chair, Administrative Services Manager, Dean or Division Vice-President) must sign on the Project Director's line to approve the timecard and the expense to the project account. University employees must submit their hours on the "CSULB Non-Exempt Staff Timecard" which can be found on the Foundation website <http://www.foundation.csulb.edu/>. **All signatures must be originals - no stamped signatures are allowed.** Employees who work on multiple projects under different Project Directors follow the approval policy for each project. Under no circumstances will a timecard be given back to the employee after it has been signed by the Supervisor or Project Director and submitted to the Foundation Payroll Department.

**PAY PERIOD:** Refer to the Foundation's payroll schedule for a list of pay periods, timecard due dates and pay dates. If you do not have a current schedule, visit the Foundation's web site at <http://www.foundation.csulb.edu/> to download the schedule or call the Foundation Administrative Office at (562) 985-5537 to obtain one. The two-week pay period starts on Saturday and ends at midnight on Friday. In addition to the pay period start and end dates, please indicate the individual dates worked under "WEEK 1" and "WEEK 2". The pay period indicated on the form shall be the period in which the work was actually performed.

**PROJECT # AND LINE ITEM #:** A project number and line item number shall be specified by the Project Director. The 8-digit project number is the grant, project, or Foundation program to be charged. The line item number is a 6-digit number representing the expense classification (such as undergraduate assistant, clerical, research staff).

**DAILY HOURS:** Hours worked must be indicated for each day in the two-week calendar provided. Hours must be recorded accurately on the timecard daily (not all at one time). Separate timecards may be used for hours worked on multiple projects. For eligible employees, use the appropriate line to indicate for each day the number of Vacation (VAC) or Other Paid Absence (OPA) hours used or overtime worked (do not include these hours with the regular hours worked on the lines above). Eligible Foundation employees may only use available accrued VAC and OPA hours. Any insufficient VAC hours will be charged to OPA hours and any insufficient OPA hours will be charged to available VAC hours. If the employee does not want OPA hours charged to VAC, or VAC hours charged to OPA, the employee must provide written notification to the Foundation Payroll Department by the timecard due date.

For eligible employees, hours for holidays and time spent at jury duty are entered on the same lines as regular hours and charged to the appropriate project account. An "H" or a "J" may be placed next to those hours to indicate holiday or jury duty time. Enter the total of regular, overtime, VAC and OPA hours for each line in the "Totals" column. Enter the daily total of all hours charged in the "Total Daily Hours" row provided. **Supervisors should develop a system to compare absence requests against actual absences taken, as well as, time worked on Foundation observed Holidays to assure that time off/ holiday pay is recorded correctly. It is the Supervisor/ Project Director's responsibility to ensure that all absences are reported to the Foundation Payroll Department and that hours worked on the observed Holidays are correct. If the Supervisor/ Project Director approves the timecard by signing it, the Foundation Payroll Department will pay the employee for hours worked as indicated on the timecard.**

**OVERTIME:** All employees not exempt from California overtime laws shall be paid overtime for any hours worked over 8 in one weekday or over 40 in one work week (Saturday through Friday). Only those hours where the Employee is actually present and working are counted toward the weekly limit. VAC, OPA, paid holiday, bereavement time and jury duty hours do not count towards overtime. Overtime by any employee must be approved by the Supervisor prior to overtime work being performed. Overtime is paid in accordance with State and Federal law and shall be paid in additional wages rather than any form of compensatory time off.

**DELIVERY TO FOUNDATION:** Timecards must be delivered to the Foundation office located in the Foundation Building, Suite 332 by 5:00 p.m. on the timecard due date listed in the Payroll Schedule (typically the pay period ending date) for the pay period when work is performed. All timecards should be time-stamped on the front of the original timecard using the time-stamp machine on the Foundation Reception Desk. Place the time-stamped timecard in the slot located at the Foundation Reception Desk. Keep the duplicate copy for your records.

For additional assistance, please contact the Foundation Payroll Department at either (562) 985-8487 or (562) 985-8486.