California State University, Chico

SPECIAL CONSULTANT TIMESHEET

(State employee)

First Name		MI	L	ast Name	
Chico State ID #		Department Name			Pay Period MM/YY (do not cross pay periods)
Retired Annuitant To assist in tracking the 960 hr limit for retired annuitants, we must track actual hrs worked No		Dept ID			CMS Position #
DATES OF WORK Place an X in days worked <i>unless</i> you are a retired annuitant, then indicate hours worked.					
30	6	13		20	27
31	7	14		21	28
1	8	15		22	29
2	9	16		23	30
3	10	17		24	31
4	11	18		25	1
5	12	19		26	
I certify that I have performed the duties as outlined in the Special Consultant Agreement Form and have completed all necessary employment forms. I certify that I have performed the duties as outlined in the satisfactory manner, as outlined in the Special Consultant Agreement Form.					
Employee's Signature D		Date	Supervisor's	Date	
DEPARTMENT USE ONLY					
Please note pay is by the day not by hours worked for all consultants.					
Daily Rate:		Number of Days Paid = Total Pay Due:			
Pay from position number:SCO Unit Job Code					
Completed by	y:			Ext.	 Date
PAYROLL OFFICE USE:					
Date Keyed to CMS PIMS Date Issued Agreement Ref#					

Send the original form to Payroll at Zip 015 and make copies for the department and the employee.