

UC HASTINGS COLLEGE OF THE LAW

HOURLY TIME SHEET 2011 - 2012

Time sheets must be submitted no later than the close of business in the pay period. Time sheets should not be held and submitted at a later date. Report only hours worked.

Please refer to the reverse side for important time sheet and payroll deadlines. Forms and time sheets submitted after the pay period deadline will be processed in the next pay cycle. An incomplete or illegible time sheet will be returned, resulting in delayed payment. Submit only one (1) time sheet per pay period, per job.

WORK-STUDY NON WORK-STUDY NON STUDENT EMPLOYEE STIPEND

MONTH: _____ **YEAR:** _____

Section 1 - HOURS WORKED (To be completed by employee)

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		
DATE	HOURS	DATE	HOURS	DATE	HOURS	DATE	HOURS	DATE	HOURS	DATE	HOURS	DATE	HOURS	REG
														O.T.
														REG
														O.T.
														REG
														O.T.
														REG
														O.T.
														REG
														O.T.
														REG
														O.T.

TOTAL NUMBER OF HOURS WORKED:

REGULAR

OVERTIME (More than 40 hrs in a week)

Section 2 - STIPEND (To be completed by employee)

STIPEND DESCRIPTION	STIPEND AMOUNT

Section 3 - EMPLOYEE CERTIFICATION : I hereby certify that I worked the dates and hours or satisfied the stipend requirements as indicated above.

Employee Signature : _____ Date: _____

Employee Name (Print): _____ Employee ID or Last 4 digits of SSN#: _____

Section 4 - SUPERVISOR CERTIFICATION

I hereby certify that the above named employee has worked the dates and hours or satisfied the stipend requirements as indicated above. For work-study students, I understand that we must pay 100% of the student's earnings which exceed the authorized earnings limit and 100% of holiday pay and overtime hours worked as agreed upon between UC Hastings College of the Law and this Department/Agency.

Dept./Agency Name: _____

Dept./Agency Cost Center #: _____

Supervisor's Name (Print): _____

Supervisor's Signature: _____

Today's Date: _____

Section 5 - PAY CALCULATION

Reg Hours Worked: _____ O.T. Hours Worked: _____
 Rate of Pay: X \$ _____ Reg Rate X 1.5: X \$ _____
 Total Regular Pay = \$ _____ Total O.T. Pay = \$ _____
 Gross Pay (Total Reg Pay + Total O.T. Pay) : \$ _____

FOR STUDENTS USE ONLY

Complete the section below to monitor Work-Study earnings:

Current Work-Study Award Balance: \$ _____

Current Regular Pay: - \$ _____

Remaining Work-Study Balance: \$ _____

(This figure to be carried forward to "Current Work-Study Award Balance" on the next time sheet)

WHITE - Payroll

YELLOW - Payroll

PINK - Supervisor

GOLD - Employee