

## UC HASTINGS COLLEGE OF THE LAW 2011 - 2012 TIME SHEET

Hourly paid employees must use this time sheet to report hours worked. Once Human Resources authorizes an employment appointment, the Payroll office will process pay according to the established payroll schedule (refer to the reverse side of the time sheet) upon receipt of this time sheet.

The following instructions are provided to assist supervisors and employees in completing the time sheet. Refer to the reverse side for more important information and deadlines. Additional information is available in the "[Student Employment Guide](http://www.uchastings.edu/fiscal/payroll.html)" available on the Web at <http://www.uchastings.edu/fiscal/payroll.html>.

### INSTRUCTIONS TO SUPERVISORS

- DO NOT ALLOW YOUR EMPLOYEE TO BEGIN WORKING UNTIL HE/SHE HAS **COMPLETED** THE REQUIRED EMPLOYMENT DOCUMENTS IN HUMAN RESOURCES, SPECIFICALLY, THE INS I-9 FORM AND THE STATE OATH OF ALLEGIANCE.
- ABA and Academic Regulations prohibit students from working more than 20 hours per week during periods of enrollment excluding summer and academic breaks.
- Review the time sheet to confirm all hours entered have been actually worked. The Payroll Coordinator will calculate the additional holiday pay, if any (Refer to the other side of the time sheet for College recognized Holidays).
- Review the time sheet for accuracy and complete Section 4 - Supervisor Certification.
- Hours worked in excess of 40 per week will be paid at time and a half. For Hastings supervisors, funding for overtime should be pre-approved and secured at the budget hearings. Caution: Student employee often may hold more than one job, unintentionally pushing the total time worked over the 40 hours per week threshold. Confirm with the student if he holds more than one job, so you can schedule accordingly to avoid paying overtime.
- Work-Study Supervisors: Earnings in excess of the student's authorized award limit, overtime earnings, and holiday pay cannot be charged to the federal work-study grant. As such, your agency/department will pay 100% of these earnings.
- Submit time sheets to Fiscal Services by the close of business in the pay period (Refer to the reverse side of the time sheet for due dates).
- Off-campus work-study supervisors should refer to the "[Student Employment Guide](#)" and the "Federal Work-Study Program Agreement" for additional terms and conditions regarding the Federal Work-Study Program.

### INSTRUCTIONS TO EMPLOYEES

- EMPLOYEES CANNOT BEGIN WORKING UNTIL THEY HAVE **COMPLETED** THE REQUIRED EMPLOYMENT DOCUMENTS IN HUMAN RESOURCES, SPECIFICALLY, THE INS I-9 FORM AND THE STATE OATH OF ALLEGIANCE.
- ABA and Academic Regulations prohibit students from working more than 20 hours per week during periods of enrollment excluding summer and academic breaks.
- ENTER ONLY hours worked on the time sheet. The Payroll Coordinator will calculate the additional holiday pay, if any (Refer to the reverse side of the time sheet for College recognized Holidays).
- Employees are responsible for completing Sections 1 or 2, Section 3 and Section 5, as applicable, of the time sheet.
- Employees who work more than one job and worked more than 40 hours per week, should attach a schedule recording time begun and time ended at each job so that Payroll can determine the proper allocation of the overtime cost. Inform your supervisor if you are working overtime.
- Complete time sheets in ink and submit to your supervisor for certification.
- Complete one time sheet for each job. Do not accumulate time sheets.
- Submit time sheets by the end of the last day of the pay period worked. (Refer to the reverse side of the time sheet for due dates).
- Work-Study Students: Earnings in excess of your authorized award limit, overtime earnings, and holiday pay cannot be charged to the federal work-study grant. As such, the agency/department will have to pay 100% of these earnings.
- Falsification of time sheets and receipt of payment for work not performed may constitute misappropriation of funds, and may result in disciplinary action.

**Contact the Payroll Office @ (415) 565-4811 if you have any questions.**

## Section 6 - TIME SHEET PROCEDURES

- Time sheets must be submitted for each pay period **worked** no later than the stated due date. Time sheets cannot be held and submitted at a later date. The web version of the 2011-2012 Payroll Calendar and time sheet are published at <http://www.uchastings.edu/student-services/student-employees.html>.
- Forms and time sheets submitted after the deadlines will be processed in the next pay cycle.
- An incomplete or illegible time sheet will be returned to the employee for correction. It can be resubmitted for processing in the next payroll cycle.
- Submit only (1) time sheet per pay period, per job.
- Time sheets may be faxed to (415) 565-4698. Checks will not be released until the original time sheet is received. If you have direct deposit and the original time sheet is not received by the scheduled pay date, the direct deposit will be reversed. You will not be paid until the next pay cycle provided that the original time sheet has been submitted.
- Time sheets may be mailed to (must be **received** by the due date in order to be processed for the current pay period):

UC Hastings College of the Law  
200 McAllister Street  
San Francisco, CA 94102-4978  
Attention: Fiscal Services - Payroll Coordinator

| PAY PERIOD          | HOLIDAY <sup>(1)</sup>  | FORMS DEADLINE <sup>(2)</sup> | TIMESHEET <sup>(3)</sup> DUE DATE | PAYDAY <sup>(4)</sup> |
|---------------------|---|-------------------------------|-----------------------------------|-----------------------|
| 07/01/11 - 07/29/11 | Independence Day: 07/04/11  | Tuesday 07/26/11              | Friday 07/29/11                   | Friday 08/05/11       |
| 07/30/11 - 08/31/11 |   | Friday 08/26/11               | Wednesday 08/31/11                | Thursday 09/08/11     |
| 09/01/11 - 09/30/11 | Labor Day: 09/05/11   | Tuesday 09/27/11              | Friday 09/30/11                   | Friday 10/07/11       |
| 10/01/11 - 10/31/11 |   | Wednesday 10/26/11            | Monday 10/31/11                   | Monday 11/07/11       |
| 11/01/11 - 11/30/11 | Veterans' Day: 11/11/11<br>Thanksgiving Day: 11/24/11<br>Day After Thanksgiving: 11/25/11   | Wednesday 11/23/11            | Wednesday 11/30/11                | Wednesday 12/07/11    |
| 12/01/11 - 12/22/11 |   | Monday 12/19/11               | Thursday 12/22/11                 | Friday 01/06/12       |
| 12/23/11 - 01/31/12 | Christmas Eve observed: 12/23/11<br>Christmas Day Observed: 12/26/11<br>New Year's Eve Observed: 12/30/11<br>New Year's Day Observed: 01/02/12<br>Martin Luther King Jr: 01/16/12 | Thursday 01/26/12             | Tuesday 01/31/12                  | Tuesday 02/07/12      |
| 02/01/12 - 02/29/12 | Presidents' Day: 02/20/12   | Friday 02/24/12               | Wednesday 02/29/12                | Wednesday 03/07/12    |
| 03/01/12 - 03/30/12 |   | Tuesday 03/27/12              | Friday 03/30/12                   | Friday 04/06/12       |
| 03/31/12 - 04/30/12 |   | Wednesday 04/25/12            | Monday 04/30/12                   | Monday 05/07/12       |
| 05/01/12 - 05/31/12 | Memorial Day: 05/28/12  | Friday 05/25/12               | Thursday 05/31/12                 | Thursday 06/07/12     |
| 06/01/12 - 06/29/12 |   | Tuesday 06/26/12              | Friday 06/29/12                   | Monday 07/09/12       |

- (1) **HOLIDAY (Applicable only to employees working on-campus):** Record only actual hours **worked**. The Payroll Coordinator will calculate the holiday pay earned, if any.
- (2) **FORMS DEADLINE:** Employment forms, work-study award increases, changes to employment status, etc., are due by 4:00 p.m. in the Human Resources, Room 106, 198 McAllister Street, if they are to be effective for the current pay period.
- (3) **TIME SHEET DUE DATE:** Time sheets are due by 4:00 p.m. on this day, in the Office of Fiscal Services, Room 111, 198 McAllister Street. Late time sheets will be processed in the next pay cycle.
- (4) **PAYDAY:** Paychecks and direct deposit statements will be available on this day from 8:15 a.m. in the Office of Fiscal Services, Room 111, 198 McAllister Street. Be prepared to present valid identification when picking up paychecks and direct deposit statements.

## Section 8 - DIRECT DEPOSIT

To have your paycheck deposited directly into your bank account or financial institution, complete a "Payroll Earnings Distribution Form" (available in Human Resources) and attach a VOIDED check and submit it to the Human Resources, Room 106, 198 McAllister Street. Direct deposit will begin in the next payroll cycle. Your Earnings Statement may be viewed and printed from UC secured website, At Your Service Online (AYSO) at <https://atyourserviceonline.ucop.edu/ayso/>.