

Staff Timesheet



Human Resources, Equal Opportunity & Compliance
209-667-3351
MSR 320

DO YOU HAVE ANOTHER POSITION ON CAMPUS? YES NO

Empl ID # Record # Last Name First Name MI

Pay Period: Month Year Job Title/Class Code Reporting Unit #

TIME WORKED: Report only time worked during this pay period. Refer to College Year Calendar for days in pay period <http://www.csustan.edu/academics/academic-calendar>. Be sure to follow this calendar (monthly) since it reflects the actual monthly pay period dates used by the State Pay Calendar and will fluctuate from month to month.

Do not enter holiday time.

	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	
REG HRS																																		
Leave Used (V,S, PH)																																		
LEAVE HRS																																		

If using leave credits you must attach an [Absence & Attendance Certification Report](#).xls

I certify that I am duly authorized by CSU Stanislaus to make this report and certification; that this report correctly reflects the time worked by the employee listed above for the pay period reported. **TOTAL HOURS WORKED**

Manager/Approver (Print Name) Manager/Approver (Signature) Date

FOR PAYROLL USE ONLY:

SSN	PIMS PSN #	Entered Date & IN	Approved Date & IN	Cleared Date & IN

Authorized Payroll Signature: _____ Date _____

For more information go to <http://www.csustan.edu/HR/Apps-Forms-Policies-Procedures/Documents/Payroll/HourlyIntermittentEmployee.pdf>

- You can find the requested items at <http://www.csustan.edu>
- Log into MYCSUSTAN with your email/desktop user ID and password
- Got to >Time Reporting>Report time>Timesheet___ Do not key time in online timesheet if you are filling out this paper.
- See Screen shot below for location of requested items. If you have multiple jobs on campus and the information you see is not for the job you are entering time worked for, then please contact HR/Payroll at ext. 3351

The screenshot shows a form titled "Timesheet". The following fields are highlighted with red circles:

- Tweety Bird** (Last name, first name, MI)
- Job Title: ACCOMPANIST II**
- EmplID: 000099999**
- Empl Rcd Nbr: 0**

- Empl ID: This is a specific number that represents you for employment purposes.
- Record #: This is specific to the position you are working in.
- Last name, first name, MI: You must use your legal name. (The name on your Social Security Card)
- Job Title/Class code: This is the specific title for your position.
- Reporting Unit: This is the Department's Unit number (Will be printed on your Checkstub/Direct Deposit receipt and you may need to call HR/Payroll the first time you fill it out)
- Reg Hours: Are the Hours you physically worked.
- Leave Used: Is the specific type of leave credit used. (This is for eligible class codes only)
i.e. S=Sick leave V=Vacation PH=Personal Holiday FL=Bereavement JD=Jury duty
- Leave hours: Leave credit hours can only be used for time you are "scheduled" to work.