

How To Complete UEC Time sheets

INSTRUCTIONS

Individuals and their Supervisors are responsible for ensuring accurate and complete time sheets are submitted according to UEC’s published [Payroll Calendar](https://www.csusb.edu/university-enterprises-corporation/payroll/payroll-calendar) to UEC Payroll (UE-109). Questions regarding this time sheet should be directed to UEC Payroll at 909-537-7225 or email to UEC-PR@csusb.edu.

**SELF-INFORMATION** identified immediately below, should be entered by the CSU employee performing work for UEC:

* **Legal Last Name** and **Legal First Name** of the CSU employee. Please do not use nicknames or preferred names.
* **Account/Fund/Dept/Project**: Must enter all four (4) current funding source codes for which the time worked is to be charged. These codes are provided to the Principal Investigator by the Research Administrator in Sponsored Programs Administration.
* **Pay Period:** Should match appropriate pay period in which the time was worked in accordance with the published UEC [Payroll Calendar](https://www.csusb.edu/university-enterprises-corporation/payroll/payroll-calendar). Pay Periods are semi-monthly and typically, 1st-15th and 16th-end of the month.

**TIME KEEPING:** Payment can only be made based on actual hours worked. **Recording Clock-in/Clock out Time**

Time needs to be recorded in **“Time” format** only (**8:00 AM or 5:00 PM**). The entry has to be inputted as follows:

**8 : 00 AM** or **PM**

**| | | | |**

In the order of: Hour Colon Minutes Space AM for Morning or PM for Afternoon

If the entry is done correctly, the PM will be shown in **24 hour clock format**: 5:00 PM = 17:00, 4:45 pm = 16:45.

**The total hours worked will be shown in two-decimal format:** 5:30 hours = 5.50 hours.

**Overtime**

The daily overtime will be calculated automatically for the hours worked over 8 hours per day. Overtime requires pre-approval from supervisor and to be forwarded to Payroll.

**Leave Code**

Time off balance can be retained from Paylocity user account. Refer to Employee Handbook for policy information.

For a work less than 8 hours either for doctor’s Appointment or personal time off, please clock in or clock out the regular normal worked time. Then enter the difference of the 8 hours as SL or vacation.

**Example:** *Before Lunch: 8:00 to 12:00 After Lunch: 1****:****00 to 3****:****00* Total hours: 6 hours, Leave Taken**: *2.00 (decimal format)*** Leave Code: *SL* or *V.*  Holidays are listed on Payroll calendar.

**Meal Break period** is provided and must be taken within the first 5th hour of work. Please read the Meal period statement on the time sheet before approving and signing the time sheet.

**SIGNATURES:** Employee’s and Supervisor’s signatures are REQUIRED and must be signed in black or blue ink.

* **Signature of the Employee:** Employee requesting payment. Certifies time sheet is correct.
* **Signature of UEC Supervisor:** Authorized signer for UEC time sheet. Typically the Principal Investigator or Project Director. Confirm authorized signers with UEC Payroll. Certifies time sheet is correct.

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