

**ADDITIONAL EMPLOYMENT TIME SHEET**

<b>Legal Last Name</b>	<b>Legal First Name</b>	<b>Account</b>	<b>Fund</b>	<b>Dept</b>	<b>Project</b>

**State Payrate**  **per hour**      **Pay Period**   
*(Rate must be the same as on the PTR and approved by UEC HR) (refer to UEC's Payroll Calendar)*

<b>CSU Position</b>		<b>Faculty</b>		<b>Staff (non-exempt)</b>		<b>Staff (exempt)</b>
<b>Current CSU Appointment</b>		<b>Full time</b>		<b>Part-time</b>		
<b>Current State Employment</b>		<b>CSUSB</b>		<b>Other CSU</b>		

Period Ending 15th of month	Number of worked hours	Period Ending last day of the month	Number of worked hours
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	
		31	

**Remarks:**

**Total Hours** \_\_\_\_\_

**ALL SIGNATURE LINES MUST BE SIGNED BEFORE FORWARDING TO UEC PAYROLL**

I hereby certify under penalty of perjury that this time record fully and accurately reports all the time I have worked.  
 As an employee I have the right to dispute my time record by submitting a written dispute to UEC HR or Payroll office if I disagree with my time record.

Signature of Employee  Date

I certify that I have personal knowledge of the correctness of the hours reported herein. I certify the employee's hours worked and/or effort performed are in accordance with the most current Personnel Transaction Report (PTR) form on file in UEC Human Resources.

Signature of UEC Supervisor  Date

<b>Payment Authorized and Conforms to CSU Overload Policies HR 2002-05 and TL-SA2003-03:</b>			
Dean or Authorized State MPP Signature	Date	AAS/College Verification Signature	Date

**UEC Payroll Use Only:**

**Gross Wages \$** \_\_\_\_\_      **Earning Code:** \_\_\_\_\_      **Ded Overrides:** \_\_\_\_\_