

ADDITIONAL EMPLOYMENT TIME SHEET

INSTRUCTIONS

Individuals and their Supervisors are responsible for ensuring accurate and complete time sheets are submitted according to UEC's published [Payroll Calendar](#) to UEC Payroll (UE-104). Questions regarding this time sheet should be directed to UEC Payroll at 909-537-7225.

Purpose of this form is to comply with CSU Overload and Additional Employment Policies [HR 2002-05](#) and [TL-SA2003-03](#).

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.

State Pay Rate: Must enter the employee's current state pay rate. This should be the current hourly state pay rate for the employee and it must match the rate on file with UEC Human Resources via the Personnel Transaction Report (PTR) form. Questions regarding the employee's state pay rate may be directed to the college of the payee for further clarification.

- **Pay Period:** Should match appropriate pay period in which the time was worked in accordance with the published UEC [Payroll Calendar](#). Pay Periods are semi-monthly and typically, 1st-15th and 16th-end of the month.
- **CSU Position:** Please indicate if the employee is CSU Faculty, Staff (non-exempt) or Staff (exempt)
- **Current CSU Appointment:** Please indicate if the CSU State appointment is full-time or part-time
- **Current State Employment:** Please indicate if employee is a CSUSB employee, or an employee from another CSU. If from another CSU, please list which CSU.
- **TIME KEEPING:** Payment can only be made based on actual hours worked. The additional/overload hours must be approved by the Dean or Authorized State MPP of the Payee before they are worked. A maximum of 125% time base is allowed under state policies. Each overload payment will also be verified by the AAS of the Payee's College. Please indicate the hours worked for UEC on each of the appropriate days in the appropriate pay period.

SIGNATURES: All four (4) 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. SP Funds: Principal Investigator or Project Director. PHL or other UEC Funds: Account Authorized Approver.
- **Print Name/Signature of Dean or Authorized State MPP:** Authorizes and Approves hours worked conforms to state policies
- **Print Name/Signature College Analyst Verification:** Verifies Employee's current State pay rate.