**California State University, San Bernardino**

**INSTRUCTIONS FOR HOURLY EMPLOYEE REPORTED TIME AND PAY CERTIFICATION**

**EMPLOYEE INSTRUCTIONS ATTENDANCE COORDINATOR INSTRUCTIONS**

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| **First Line – Employee specific information:*** Enter employee name
* Enter employee ID #
* Enter employee Record #
 | **First Line** **To Be Completed by Employee** |
| **Second Line** * Pay Period: Enter the affected pay period (month/year) e.g. 01/2009.
* Unit #: Enter the three-digit department number. Example: 012 or 118.
* Department name: Enter dept. name
* Rehired Annuitant or Casual Worker: If applicable, use drop down feature (click on the cell) to select Rehired Annuitant or Casual Worker
 | **Second Line****To Be Completed by Employee** |
| **Section 1**Enter the total number of regular hours **WORKED** in aday. The fields are formatted to allow up to 1 decimal.Using the computer with the Excel format will automatically track the total hours in Section 7 for time entered in all of the date boxes. | **Section 1****To Be Completed by Employee** |
| **Section 2**Enter the total number of hours of **TIME USED.** Click on the cell in the TRC column for the drop down list of available leave credits. The fields are formatted to allow up to 1 decimal. Using the computer with the excel format will automatically track the total hours in Section 7 for time entered in all of the date boxes for each TRC.  | **Section 2****To Be Completed by Employee** |
| **Section 3****To Be Completed by Attendance Coordinator** | **Section 3**Enter the total number of shift differential hours to be paid. The alternate work schedule must be on file in Payroll in order for shift differential to be paid. |
| **Section 4**Enter the date the employee has elected to take heirpersonal holiday. (Do Not enter for RehiredAnnuitants or Casual Workers). If the time is enteredvia computer using Excel, the total personal holidayhours will automatically be calculated. | **Section 4****To Be Completed by Employee and verified by****Attendance Coordinator** |
| **Section 5**Enter the number of Holidays in the pay period. (DoNot enter for Rehired Annuitants). If the time isentered via computer using Excel, the total holidayhours will automatically be calculated. | **Section 5****To Be Completed by Employee and verified by****Attendance Coordinator** |
| **Section 6****Enter the relationship for FL, SLD & SLF. This is required when using Sick Family, Sick Death, or Funeral Leave.** | **Section 6****Enter the relationship for FL, SLD & SLF. This is required when using Sick Family, Sick Death, or Funeral Leave.** |
| **Section 7****Totals processed by Payroll Services for payment.** | **Section 7****Totals processed by Payroll Services for payment.** |
| **Section 8** **Employee Signature/Date:** Is Required **Supervisor Signature/Date:** Is Optional If the supervisor is  the Dean/Director **Dean/Director Signature/Date:** Is Required | **Section 8** **Employee Signature/Date: Is Required**  **Supervisor Signature/Date:** Is Optional If the supervisor is  the Dean/Director **Dean/Director Signature/Date:** Is Required |