



**CSULA/University Auxiliary Services Inc.**

**TIME SHEET**

UAS will not guarantee you'll be paid on time, unless an *accurate, complete, and signed* time sheet is received by 5:00 PM on Friday after the last day of the pay period. (Refer to UAS Payroll schedule for exact dates)

Corporate  Contracts & Grants  Agency Account

<b>Employee Name</b>								<b>Department</b>							
<b>Start Period (Friday)</b>								<b>End of Period (Thursday)</b>							
<b>Week 1</b>	Fri	Sat	Sun	Mon	Tue	Wed	Thu	<b>Week 2</b>	Fri	Sat	Sun	Mon	Tue	Wed	Thu
<b>Date</b>								<b>Date</b>							
Reg.								Reg.							
PTO								PTO							
O/T								O/T							
Other								Other							
Total for week 1								Total for week 2							

**Total Hours to be Paid**

Reg.	
PTO	
O/T	
Other	

Please use one time sheet for each project charged unless there is percentage allocation

<b>Account</b>	<b>Project ID</b>	<b>% or \$ Allocation</b>

I certify that I have performed services for the total number of hours/units or percent of effort shown above.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Please mark if you want your check mailed to your home

Employee Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

UAS Payroll Use Only	
<b>Verifications</b> <input type="checkbox"/> Signatures confirmed <input type="checkbox"/> Project ID confirmed <input type="checkbox"/> Amount verified	by: _____