Human Resource Services

Hourly Timesheet

Human Resource Services
555 S Howes Street
Campus Delivery 6004

☐ Student.Work-Study ☐ Non-Student Hourly ☐ State Classified.Hourly
☐ Student.Non-Work Study ☐ AP Hourly

Dept No.	Name	Assignment No.

Pay Period End Date	CSU ID	Pay Rate

Date	Time In	Time Out	Duration	Account	Date	Time In	Time Out	Duration	Account
	Total Week 1					Total – Week 2			
						Total – Pay Period			

Summary of Work Hours by Account and Earnings Element

Account	Earnings Element	Hours

I certify that the time recorded on this sheet is correct and accounts for all hours worked during the pay period.

Employee Date

I certify that this sheet accurately records the hours worked by the above employee.

Supervisor Date

I certify that the account indicated is correct for this charge and that the funds are available.

Authorized Signer Date