# UNIVERSITY OF SAN FRANCISCO

| DEPARTMENT/LOCATION* | PAY PERIOD* | TIME REPORT |
|---|---|---|
| | FROM | I hereby certify that this time report correctly reflects all time worked by me for the pay period indicated. |
| POSITION # | THRU | |

## TIMESHEET

___ STUDENT HOURLY
___ STUDENT WORK-STUDY
___ STUDENT OFF-CAMPUS
___ FACULTY/STAFF
___ HOURLY STAFF

| EMPLOYEE NAME (LEGAL)* | POSITION TITLE* | HOURLY RATE | EMPLOYEE SIGNATURE* | Date* |
|---|---|---|---|---|
| | | | | |
| CWID #* | NAME OF SUPERVISOR | DATE DUE | SUPERVISOR SIGNATURE | Date |
| | | | | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Time Category | Total Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | REG | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | SKL | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | VAC | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ULV | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | OTP | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | BRL | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | CTO | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | CTE | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

For inquires:   Phone: (415) 422-5743      Email: etimesheets@usfca.edu

* = Required

## TIME CATEGORIES

REG = Regular Hours      SKL = Sick Hours      VAC = Vacation Hours      ULV = Unpaid Hours      OTP = Overtime Hours      CTE = Comp Time Earned (OPE)      CTO = Comp Time Off (OPE)      BRL = Bereavement Hours

## INSTRUCTIONS

1. Complete All Required (*) Fields
2. One Pay Period per Timesheet (Multiple Pay Periods Not Allowed)
3. Type or Complete in Ink
4. Enter Hours on the Appropriate Earn Code Row in the Column that.  Applies the Date/ WorkedTo Be Paid
5. Signatures in Ink
6. Make a Copy for your files
7. Forward Original to Payroll Services (Audit Requirement)