Locating the Staff Timecard Form

1. Navigate to [CSULB Research Foundation](#) website.
2. Click on the "Forms" tab at the top of the website home screen.
3. Click on the "Payroll" tab in the body of the page.
4. Select "[Research Foundation Timecard (PDF)](#)" from the list of payroll forms (toward the bottom).
5. The timecard is customizable form that can be saved to your PC/laptop used for the current, past or future pay periods.

Completing the Timecard Form

1. Enter the pay period start and ending dates for the pay period being paid.
2. Tab over to the right and enter your CSULB ID number. Please make sure to enter the correct ID number. A unique barcode specific to the ID number entered will be displayed above for scanning purposes.
3. Enter your full Last Name, First Name and Middle Initial as noted on your Social Security Card. Please do not use nicknames, name abbreviations or any name not matching the information on your Social Security Card and the information provided to HR.
4. Check your "Employee Type" indicating whether you are a Non-Exempt (hourly) or Exempt (salaried) employee.
5. Check whether this timecard is paying the "1st period" (1st of the month through the 15th of the month) or the "2nd period" (16th of the month through the end of the month).
6. Enter the chartfield account numbers for each account from which you will be paid from as directed by your supervisor/manager - Classification code, Fund and Department ID (**required fields**).
7. Enter the Project number, Program code and/or Class code, as applicable. These fields **ARE NOT** required for all funds so you should consult with your supervisor or manager for clarification.
8. Populate the "Type of Hours" field using the codes listed just under the Total Daily Hours box (i.e., Reg-regular hours, O.T.-overtime hours, VAC-vacation hours, H-Holiday, etc.).
9. Enter the hours worked each day for each chartfield account. The daily hours entered in the grid should total on the righthand side by type/grand total and at the bottom by daily total.
10. If this is your final/last timecard, you need to check the box indicating that you are no longer employed by the project and enter your last physical day of work.

Signing and Obtaining Required Approval (Prior to Submitting to Payroll for Processing)

1. Read the Employee Certification and sign/date the timecard (required) certifying that the hours reported are true, all breaks/meal periods were taken and that you have not exceeded to maximum hours allowed for student employees, as applicable. Electronic signatures are not accepted.
2. Use the "Description of Work Performed/Comments (Optional)" section on the righthand side above the Director's/Authorized signer's signature to make a notation as desired.
3. Forward the timecard to your supervisor and/or authorized manager for verification and approval to pay (**required**). They must be an authorized signer on each account paying hours. Electronic signatures are not accepted.

NOTE: Salaried employees do not record daily hours worked. They are only required to report hours used for Vacation or OPA. A timecard must be completed and sent to payroll every pay period whether VAC or OPA hours are used or not.

Please refer to the Payroll Schedule/Employee found in the Forms/Payroll section for information pertaining timecard due dates and pay dates. Timecards submitted to Payroll after the payroll due date will be processed in the next payroll cycle.

Please contact the Research Foundation Payroll department if you have any questions or need additional assistance completing the Timecard Form.