UNIVERSITY OF CALIFORNIA, LOS ANGELES

ELECTRICAL ENGINEERING

NAME_____ _____ TITLE: _____ *MONTH: September 2010*

(PRINT LAST NAME, FIRST NAME)

MONTHLY TIMESHEET MUST BE TURNED IN BY 9:00AM ON THE DUE DATE

ID# _____

DO NOT USE FRACTIONS OR DECIMALS
WHEN REPORTING HOURS WORKED !

THIS SECTION FOR PAYROLL OFFICE USE ONLY!

APPOINTMENT PERCENT: _____

ACCOUNT ID NUMBER: _____(A)

HOURS: _____ **DIV BY:** _____ = _____

ACCOUNT ID NUMBER: _____(B)

HOURS: _____ **DIV BY:** _____ = _____

ACCOUNT ID NUMBER: _____(C)

HOURS: _____ **DIV BY:** _____ = _____

MONTHLY RATE: _____

POSTED BY: _____

NOTES: Due Date: Sept. 7

Thank you!

LAST MONTH HOURS

DATE	SL/VAC	ACCOUNT NUMBER	TAKEN	OTHER

	ACCOUNT & ID NUMBER		
	(A)Acct.ID:	(B)Acct.ID:	(C)Acct.ID:
	Account & Fund #:	Account & Fund #:	Account & Fund #:
DATE	HOURS	HOURS	HOURS
1			
2			
3			
4	XXX	XXX	XXX
5	XXX	XXX	XXX
6			
7			
8			
9			
10			
11	XXX	XXX	XXX
12	XXX	XXX	XXX
13			
14			
15			
16			
17			
18	XXX	XXX	XXX
19	XXX	XXX	XXX
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

E-MAIL ADDRESS: _____ **TOTAL HOURS THIS MONTH:** _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____