

Revised February 28, 2012

TO: **ALL GSE EMPLOYEES PAID ON AN HOURLY AND A MONTHLY/VARIABLE BASIS**

FROM: **THE BUSINESS SERVICES OFFICE**

RE: **TIMESHEETS SCHEDULE FOR VARIABLE EMPLOYEES
January 2012 TO DECEMBER 2012**

In order to receive your payroll check on the corresponding check release date please ensure that your supervisor or their area/project assistant submit your timesheet to the Business Office **by the due dates listed below.**

If you work in excess of the hours indicated by your appointment, prior approval from an authorized supervisor must be obtained.

All time sheets must be approved and signed by your authorized supervisor.

PLEASE NOTE: Do not accumulate time for more than one month. Please PROJECT your hours from the due date to the end of the month. Use only one timesheet per month. Do not mix months on one timesheet. Fill in hours for each day worked, no more than 8 hours per day. Total the number of hours for the month. If you accrue vacation and sick leave complete the information and keep updating it each month. Please indicate funding source or your chart-string (preferred) on your timesheet.

Year 2012		Percent time/max # of working hours						Scheduled Pay date	
Earnings Month	Time sheets Due	100%	49%	25%	24%	12%	10%	Monthly employees	Hourly employees
January	Jan. 17 th	176	86	44	42	21	18	Feb. 1 st	Feb. 8 th
February	Feb. 15 th	168	82	42	40	20	17	March 1 st	March 8 th
March	March 15 th	176	86	44	42	21	18	March 29 th	April 6 th
April	April 16 th	168	82	42	40	20	17	May 1 st	May 8 th
May	May 15 th	184	90	46	44	22	18	June 1 st	June 8 th
June	June 15 th	168	82	42	40	20	17	June 29 th	July 6 th
July	July 16 th	176	86	44	42	21	18	Aug. 1 st	Aug. 8 th
August	Aug. 15 th	184	90	46	44	22	18	Aug. 31 st	Sept. 7 th
September	Sept. 17 th	160	78	40	38	19	16	Oct. 1 st	Oct. 8 th
October	Oct. 15 th	184	90	46	44	22	18	Nov. 1 st	Nov. 8 th
November	Nov. 15 th	176	86	44	42	21	18	Nov. 30 th	Dec. 7 th
December	Dec. 12 ^h	168	82	42	40	20	17	Jan. 2 nd	Jan. 8 th

If you have any questions about any of the above deadlines, please contact the GSE Payroll Assistant, Junko Kiross at 642-2849 or junkoi@berkeley.edu.

Thank you.