



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

HOURLY SPECIAL CONSULTANT TIMESHEET

Please refer to the Payroll website for Pay Periods and pay dates ***

All entries must be typed

PAY PERIOD (MO/YR):

Last Name: _____ First Name: _____ Empl ID: _____ Empl Rec: _____
 Department: _____ Dept ID: _____ Job Classification: 4662 – Hourly Special Consultant

	DATE	HOURS
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
WEEKLY TOTAL		

	DATE	HOURS
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
WEEKLY TOTAL		

	DATE	HOURS
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
WEEKLY TOTAL		

	DATE	HOURS
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
WEEKLY TOTAL		

	DATE	HOURS
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
WEEKLY TOTAL		

HOURLY RATE

 Total Hours Worked

X

=

GROSS PAY

I certify that I have worked the number of hours recorded on this timesheet.

 Consultant's Signature

 Date

Are you employed on campus in another capacity?

If so, Please Provide CMS 8-digit Position Number:

I certify that the above reported hours are correct.

 Department/Division Head Signature

 Dean Program Administrator Signature

 Date

 Human Resources Signature

 Date

SPECIAL CONSULTANT TIME SHEETS ARE DUE IN THE OFFICE OF HUMAN RESOURCES AT THE END OF THE PAY PERIOD OR UPON COMPLETION OF ASSIGNMENT. PAYMENT MAY BE EXPECTED APPROXIMATELY 15 DAYS AFTER SUBMISSION OF THE TIME SHEETS.

Keyed	Approved	Payroll
-------	----------	---------