


# RESEARCH FOUNDATION HOURLY TIMESHEET GUIDELINES

*(Please read and follow instructions!)*

		THE RESEARCH FOUNDATION <i>The State University of New York</i> Upstate Medical University		HOURLY ATTENDANCE REPORT											
		Directions: Complete ALL sections, obtain necessary signatures and submit according to schedule.													
Name: JOHN SMITH				Dept: MEDICINE				Pay Period From: 06/26/04 To: 07/09/04							
ID# 123456	Project: 1234567	Task: 5	Award: 123456	Grant: 1234P	Title: PROJECT AIDE										
Day of Week	Sat	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Mon	Tues	Weds	Thurs	Fri	
Date			06/28		06/30						07/06			07/09	
In			8:00		1:00						8:30			7:00	
Out			12:00		3:00						12:00			11:00	
In			12:30								1:00			11:30	
Out			4:00								4:00			3:00	
Daily Total:			7.5		2.0						6.5			7.5	
<b>Weekly Total:</b>							9.5		<b>Weekly Total:</b>					14	
<b>CERTIFICATIONS:</b>										<b>Pay Period Summary</b>					
Employee: I certify that the above time and attendance information is true and complete to the best of my knowledge. Employee: _____ Date: _____										Supervisor/Project Director: I confirm that the employee worked all of the above hours on the account noted. Supervisor or Project Director: _____ Date: _____		Regular Hours 23.50	Overtime Hours _____		
Do not write below this line, Payroll Office use only.															

07/04

- ◆ All timesheets must be completed **IN FULL**. This includes:
  - Name
  - Department
  - Pay Period Dates
  - ID Number
  - Project – Task – Award (Grant)
  - Title (please check with Payroll if you are unsure of the ‘correct’ title)
  - Totals for each day (In, Out and Lunch breaks)
    - Time is audited in quarter hour increments.
    - Please **do not** use military time notation.
  - Totals for each week
  - Totals for Pay Period
- ◆ **Do not** fill in the bottom two lines on the form, these are for Payroll Office use only.
- ◆ Please use an ink pen with filling out all timesheets & signatures (no pencil).
- ◆ You and your Supervisor/Project Director **MUST** sign and date the form.
- ◆ Per Research Time & Attendance guidelines, any shift over 6.00 hours must include a meal break of at least .50 hours.
- ◆ Send timesheets to: RESEARCH PAYROLL, JACOBSEN HALL RM 101
- ◆ You may **FAX** your timesheet to **464-6360**, however:
  - Please make sure we receive all ORIGINAL timesheets with ORIGINAL signatures by check date.
- ◆ Any timesheet not received by 4:30 pm on the Pay Period’s deadline will be paid in the following Pay Period.
- ◆ If you have any further questions, please contact the Research Payroll Office at 464-6350 or email us at RFPRTeam@upstate.edu.