

EARTH RESEARCH INSTITUTE HOURLY TIME SHEET



Name

Principal Investigator

Grant name and number

Record your **beginning** and **ending** time of work for each SHIFT to the **nearest quarter hour**. The standard pay period is 14 days. Work hours cannot exceed 40 hours per standard workweek without PI approval. If you are working more than 5 hours in a row, you **must** take and show a half-hour lunch break (off the clock). Note any scheduled shifts you missed due to sickness or vacation (S or V). You will be compensated for them if you have previously accrued such hours.

Complete the time sheet by adding up the total number of hours worked, enter this amount **in pen** under "Subtotal Hours" below. Sign your time sheet and have your Supervisor and PI sign below. Submit the timesheet to the Administration Office at the Institute by 5:00 p.m. on the 14th day of each pay cycle (listed below). Compensation for hours not submitted by 5:00 on the 14th day of each cycle may be delayed.

To download the timesheet, please visit <http://www.eri.ucsb.edu/administrative/forms> and select HourlyTimesheet.xls

Period Begin Date

Period End Date

WEEK 1			
	IN	OUT	HRS
Day 1	am		
Date:	pm		
Day 2	am		
Date:	pm		
Day 3	am		
Date:	pm		
Day 4	am		
Date:	pm		
Day 5	am		
Date:	pm		
Day 6	am		
Date:	pm		
Day 7	am		
Date:	pm		

WEEK 2			
	IN	OUT	HRS
Day 8	am		
Date:	pm		
Day 9	am		
Date:	pm		
Day 10	am		
Date:	pm		
Day 11	am		
Date:	pm		
Day 12	am		
Date:	pm		
Day 13	am		
Date:	pm		
Day 14	am		
Date:	pm		
Subtotal Hours:			

PAY CYCLE	
Schedule (14 days ea):	Turn in:
12/17/17-12/30/17	12/30/17
12/31-1/13/18	1/13/18
1/14/18-1/27/18	1/27/18
1/28/18-2/10/18	2/10/18
2/11/18-2/24/18	2/24/18
2/25/18-3/10/18	3/10/18
3/11/18-3/24/18	3/24/18
3/25/18-4/7/18	4/7/18

***PLEASE COMPLETE IN PEN**

Employee Signature

The employee has worked the hours indicated above,
and the work has been performed in a satisfactory manner

Signature of Supervisor

Signature of Principal Investigator

DEPT USE ONLY	
Vacation/Sick Used:	
Holiday Earne	+
Total Hours	
Pay Rate:	X
Total Earned:	
Workstudy Percentage	
Workstudy to hit grant:	