

University Enterprises Corporation (UEC) at CSUSB

FACULTY OVERLOAD TIME SHEET

INSTRUCTIONS

INDIVIDUALS AND THEIR SUPERVISORS ARE RESPONSIBLE FOR ENSURING ACCURATE AND COMPLETE TIMESHEETS ARE SUBMITTED TO PAYROLL OFFICE.

PURPOSE OF THIS FORM is to comply with CSU policy on ADDITIONAL EMPLOYMENT for its employees.

FIRST BOX: SELF INFORMATION (MUST BE COMPLETED BY EMPLOYEE)

Name: Enter name of individual being paid

Pay Period: Enter UEC payroll period that applies.

Please refer to Payroll Calendar available on <http://uec.csusb.edu>

UEC Account Number: Enter the full chart field of UEC accounts to be charged.

Project Name: as given by the RA in the Sponsored Program office.

Classification: Check appropriate CSUSB classification and appointment period.

Type of Appointment: Check employment/contract period (not number of months payment is spread over).

SECOND BOX : PAY RATE

Pay rate information needs to match with PTR (Personnel Transaction Report) that is required by UEC HR. **If pay rate is higher than CSUSB rate, please contact Provost office for additional paperwork.** Higher rate needs prior approval by the Provost.

CSUSB **Daily Rate** can be computed as:

For Academic Year Faculty Employment Only: Annual Salary divided by 180 days.

For Personnel employed/contracted for 12 months performance: Annual Salary divided by 260.

To calculate **Hourly rate:** daily rate divided by 8 hours per day.

Questions concerning your pay rate information should be addressed to the AAS at the College of the payee or CSUSB Payroll x7-5159.

Time Keeping

Payment can be paid in terms of days or hours please choose either one. The overload hours should have been approved by the dean of the payee. A maximum of 125% time-base is allowed under circumstances. Each overload payment is monitored by the AAS of the college.

SIGNATURES: ALL FOUR SIGNATURES ARE REQUIRED and must sign in blue or black ink.

Signature of Employee: Employee requesting payment.

Project Director: The Signature is required to certify the completion of the time sheet and budget approval. If employee is also the project director, please skip this signature.

Dean's Signature: Approval of additional employment must be approved by the College Dean/Associate.

AAS Signature: is responsible to track the overload for the Academic Personnel.

Signatures are certifying that:

- This activity is consistent with the criteria that determine eligibility for additional employment established by Article 36 of the Collective Bargaining Agreement between the CSU and CFA and policies of the California State University System.
- This additional employment does not conflict with the regular appointment of the individual.
- The additional employment involved is a positive contribution to the University.
- The quantity of the workload is a legitimate and reasonable amount.

Contacts: UEC Payroll Office (909) 537-7225 Fax #: (909) 537-7036