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

FROM: **THE BUSINESS SERVICES OFFICE**

RE: **TIMESHEETS SCHEDULE FOR VARIABLE EMPLOYEES**

 **JANUARY 2018 TO DECEMBER 2018**

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. Please indicate funding source or your chart-string (preferred) on your timesheet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 2018** |  | Percent time/max # of working hours | **Scheduled Pay date** |
| **Earnings Month** | **Time sheets Due** | **100%** | **49%** | **25%** | **24%** | **12%** | **10%** | **Monthly employees** |  |
|  |  |  |  |  |  |  |  |  |  |
| January | Jan. 16th | 184 | 90 | 46 | 44 | 22 | 18 | Feb. 1st |  |
| February | Feb. 13th | 160 | 78 | 40 | 38 | 19 | 16 | Mar. 1st |  |
| March | March 13th | 176 | 86 | 44 | 42 | 21 | 18 | Mar. 29th |  |
| April | April 16th | 168 | 82 | 42 | 40 | 20 | 17 | May 1st |  |
| May | May14th | 184 | 90 | 46 | 44 | 22 | 18 | June 1st |  |
| June | June 14th | 168 | 82 | 42 | 40 | 20 | 17 | June 29th |  |
| July | July 16th | 176 | 86 | 44 | 42 | 21 | 18 | Aug. 1st |  |
| August | Aug. 15th | 184 | 90 | 46 | 44 | 22 | 18 | Aug. 31st |  |
| September | Sept. 14th | 160 | 78 | 40 | 38 | 19 | 16 | Oct. 1st |  |
| October | Oct. 15th | 184 | 90 | 46 | 44 | 22 | 18 | Nov. 1st |  |
| November | Nov. 14th | 176 | 86 | 44 | 42 | 21 | 18 | Nov. 30th |  |
| December | Dec. 11th | 168 | 82 | 42 | 40 | 20 | 17 | Jan. 2nd |  |

**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.**