

PSU ID # or SSN	Name (Last, First)	ECLS	 Portland State UNIVERSITY
Pay Period (MM-YYYY)	Department Name	Position #	
Appointment %	Department Org Code	Salary Grade	

CLASSIFIED TIME SHEET – MONTHLY CYCLE

HOURS		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	REG Pay	Other Pay	Payroll Use	OT Accrual																											
WORKED	REGULAR																																				REG																										
	OTHER REGULAR																																				RGP	Additional Regular Pay																									
	OVERTIME - FLSA Over 40 hours worked																																				OTP	LEF																									
	OT - NON-FLSA & HOL Worked (<40 hrs)																																				OTP	LEC																									
PREMIUM	SHIFT DIFFERENTIAL																																				DSH	Salary Grade <24																									
	ON-CALL																																				PSB																										
	OTHER* (Complete Remarks)																																																														
LEAVE TAKEN	SICK LEAVE TAKEN																																				LTS	<b style="color: blue;">DUE: Next Month on 10th Please total your timesheet and verify leave balances in Banner prior to completing & submitting.																									
	VACATION LEAVE TAKEN																																				LTV																										
	FLSA COMP TIME USED																																				LTF																										
	NON-FLSA COMP TIME USED																																				LTC																										
	PERSONAL LEAVE TAKEN																																				LTP																										
	FURLOUGH LEAVE TAKEN																																				LTZ																										
	JURY DUTY & OTHER LEAVE WITH PAY*																																				LW1																										
	LEAVE TAKEN WITHOUT PAY																																				LW3																										
REMARKS – * Required where marked																																																															COLUMN TOTALS

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left;">Labor Distribution</th> </tr> <tr> <td style="width:10%;">Index</td> <td style="width:15%;"></td> <td style="width:15%;">% of hours</td> <td style="width:10%;">Earn Code</td> </tr> <tr> <td>Index</td> <td></td> <td>% of hours</td> <td>Earn Code</td> </tr> <tr> <td>Index</td> <td></td> <td>% of hours</td> <td>Earn Code</td> </tr> <tr> <td>Index</td> <td></td> <td>% of hours</td> <td>Index</td> </tr> <tr> <td>Index</td> <td></td> <td>% of hours</td> <td>% of hours</td> </tr> </table>	Labor Distribution				Index		% of hours	Earn Code	Index		% of hours	Earn Code	Index		% of hours	Earn Code	Index		% of hours	Index	Index		% of hours	% of hours	<p>Employee Signature I hereby certify that the hours recorded on this timesheet are correctly stated as worked; and that the percentages of effort identified within the labor distribution section are an accurate record of my work.</p> <p>_____ Signature Ext Date</p> <p>Supervisor Signature I hereby certify that the hours recorded above are a true and accurate record of this employee's time worked. I also acknowledge that the percentages for earnings identified in the labor distribution section of this time sheet represent a reasonable estimate of work effort performed for PAR purposes.</p> <p>_____ Signature Ext. Date</p>	<p>HR USE</p>
Labor Distribution																										
Index		% of hours	Earn Code																							
Index		% of hours	Earn Code																							
Index		% of hours	Earn Code																							
Index		% of hours	Index																							
Index		% of hours	% of hours																							
<p>Research Accounting Approval</p> <p>_____ Signature Date</p>																										

Please Do Not Fax