



The Foundation for  
California State University, San Bernardino

# Did You Know???

Brought to you by The Foundation Human Resources Department

## **The Foundation has very specific timekeeping requirements which must be met every semi-monthly pay period?**

Time sheets are used as a means of accurately recording hours worked and calculating pay. All Foundation employees must submit a time sheet semi-monthly, and all employees are required to report absences from work such as vacations, holidays, or other leaves of absence. Time sheets must be received by 10:00 am at the Foundation Payroll Department according to the published Time Sheet Deadline dates listed on the current year's Payroll Calendar.

- Non-exempt employees are required to record the time when they start work, leave for lunch, return from lunch, and when they leave at the end of the day. They must also record any non-working absences during their workday as well as vacation time, sick time, holiday pay, etc.
  - NOTE: non-exempt employees must use and record their sick and vacation leave benefits in increments of no less than thirty (30) minutes.
- Exempt employees are not required to record their start and stop times or their meal periods, but must list their "exceptions" for each pay period. Exceptions may include, but are not limited to: vacation time, sick time, personal holiday and holiday pay.
  - NOTE: exempt employees must record their sick and vacation leave benefits in increments of no less than one whole working day.
- All submitted time sheets must:
  - Include the employee's legal name, complete account information, pay period, and the last 4-digits of the Social Security number.
  - Be prepared and printed electronically
  - Be signed, in ink, by the employee. The employee is responsible for ensuring the accuracy of their own time sheet.
  - Be signed, in ink, by the supervisor. The supervisor is responsible for verifying the accuracy of the employee's time sheet.

**For further questions regarding the Foundation's time keeping requirements,  
please contact the Foundation Payroll Department at 7-7225.**

Questions? Please call Foundation Human Resources at extension 77589.

**We are here to help!**

