


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	PAY	PAY	FLSA OT ACCR	NON-FLSA ACCR	
WORKED	REGULAR (REG)																																				
	REGULAR OTHER (RGP)																																				
	OVERTIME (OTP)																																				
	HOLIDAY WORKED (OTP)																																				
PREMIUM	SHIFT DIFF (DSH)																																				
	ON CALL (PSB)																																				
	OTHER (Complete Remarks)																																				
LEAVE TAKEN	SICK LEAVE (LTS)																																				
	VACATION (LTV)																																				
	COMP Time Used - FLSA (LTF)																																				
	COMP. Time Used - NON-FLSA (LTC)																																				
	PERSONAL (LTP)																																				
	JURY DUTY (LW1) (attach subpoena)																																				
	OTHER LEAVE W/ PAY (Complete Remarks)																																				
LEAVE WITH OUT PAY (LW3)																																					
REMARKS																												TOTAL									

<p>Labor Distribution</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:15%;">Index</td><td style="width:15%;">%</td><td style="width:15%;">of hours</td><td style="width:15%;">Earn Code</td><td style="width:15%;"></td></tr> <tr><td>Index</td><td>%</td><td>of hours</td><td>Earn Code</td><td></td></tr> <tr><td>Index</td><td>%</td><td>of hours</td><td>Earn Code</td><td></td></tr> <tr><td>Index</td><td>%</td><td>of hours</td><td>Earn Code</td><td></td></tr> <tr><td>Index</td><td>%</td><td>of hours</td><td>Earn Code</td><td></td></tr> </table> <p>Research Accounting Approval</p> <p>_____ Signature</p> <p>_____ Date</p>	Index	%	of hours	Earn Code		Index	%	of hours	Earn Code		Index	%	of hours	Earn Code		Index	%	of hours	Earn Code		Index	%	of hours	Earn Code		<p>Employee Signature</p> <p>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</p> <p>_____ Date</p> <p>Supervisor Signature</p> <p>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</p> <p>_____ Date</p>	<p>HR USE</p>
Index	%	of hours	Earn Code																								
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