CALIFORNIA STATE UNIVERSITY, SACRAMENTO

SPECIAL CONSULTANT TIME SHEET

SPECIAL CONSULTANT PAY CANNOT BE PROCESSED WITHOUT AN APPROVED SPECIAL CONSULTANT AGREEMENT AND PERSONNELTRANSACTION FORM (PTF) ON FILE IN HUMAN RESOURCES

FIRST NAME	MIDDLE INITIAL	LAST NAME

EMPL ID	DEPARTMENT:	PAY PERIOD (MO/YR):	DAILY RATE
			$

HR OFFICE USE ONLY:

245 - __ __ __ - 4660 - __ __ __

IF EMPLOYED ON CAMPUS IN ANOTHER CAPACITY, PLEASE SPECIFY:

CMS 8-digit POSITION #: _____

☐ FACULTY ☐ GRAD ASST
☐ STAFF ☐ STUDENT ASST
☐ MPP ☐ OTHER

DAYS WORKED

CHECK DAYS WORKED. REPORT TIME WORKED IN DAYS, NOT HOURS OR FRACTIONS.

30		**6**		**13**		**20**		**27**	
31		**7**		**14**		**21**		**28**	
1		**8**		**15**		**22**		**29**	
2		**9**		**16**		**23**		**30**	
3		**10**		**17**		**24**		**31**	
4		**11**		**18**		**25**		**1**	
5		**12**		**19**		**26**			

EMPL RECORD #:

DEPT ID:

CMS 8-digit SPECIAL CONSULTANT POSITION #:
0000 _____

RATE OF PAY:
$

X

DAYS:

=

TOTAL PAY:
$

I CERTIFY THAT I HAVE WORKED THE DAYS RECORDED ABOVE

CONSULTANT'S SIGNATURE _____ DATE _____

HUMAN RESOURCES APPROVAL

HUMAN RESOURCES SIGNATURE _____ DATE _____

I HEREBY APPROVE THE ABOVE PAYMENT AND CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE TO COVER THE EXPENSE.

DEPARTMENT/DIVISION HEAD _____ DATE _____

DEAN/PROGRAM ADMINISTRATOR _____ DATE _____

SPECIAL CONSULTANT TIME SHEETS ARE DUE IN THE OFFICE OF HUMAN RESOURCES AT THE END OF THE PAY PERIOD OR UPON COMPLETION OF ASSIGNMENT. PAYMENT MAY BE EXPECTED APPROXIMATELY 15 DAYS AFTER SUBMISSION OF TIME SHEETS.