

**Non-Represented Staff
Monthly Timesheet**

**Boalt Hall School of Law
University of California, Berkeley**

Employee: _____ Employee ID: _____ Supervisor: _____
(from new hire paperwork or previous earnings statement)

Time Reporting Period (Month/Year): _____ Department: _____

Day of Month	Regular Hours Worked	Vacation Leave Used	Sick Leave Used	Comp Time Used	Holiday Hours Paid	Other Leave (i.e., Jury Duty, Prof Develop)	Leave Without Pay	Comp Time Hours Worked	Paid Overtime Hours Worked
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									
Totals:									

For use by the Supervisor:						
	Previous Balance	Hours Used	Earning Rate	Earned This Month	Ending Balance	
Vacation Leave						Employee's signature _____ Date _____
Sick Leave						
Comp Time						Supervisor's signature _____ Date _____ <i>I certify that this is a true statement of hours worked and that no leave and/or comp time have been used in excess of available accruals.</i>
Development Leave						

For use by the Payroll Specialist:					
Cycle	Action	Chartstring/Distribution #	Pay Rate	Hrs/%Time	DOS