

RENSELAER

Hourly Payroll Time Report

(for hourly paid employees charging restricted funds)

_____ New
 _____ Revised

_____ Faculty
 _____ Staff
 _____ Student

_____ Last Name _____ First Name _____ M.I. _____ Rensselaer ID#

_____ Period Beginning _____ Period Ending _____ Organization Name _____ Hourly Rate
 (dd-mon-yr) (dd-mon-yr) (Students only)

PAYROLL DATA

Date	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	Total
A.																	
B.																	
C.																	
D.																	
E.																	
F.																	
G.																	
H.																	
Total																	

ACCOUNTING DATA

	Fund	Organization	Account	Program	Activity	Location	Hours
Worked							
A.							
B.							
C.							
D.							
E.							
F.							
G.							
H.							
I.							

Total Hours: _____

FOAPAL

Fund	(6 char) REQUIRED
Organization	(4 char) REQUIRED
Account	Expense or revenue code (3 char) REQUIRED
Program	Appropriate Code REQUIRED

I certify the above information to be true and accurate.

Signature _____ Date _____

Approval _____

Activity	Appropriate Code REQUIRED
Location	Optional/campus location

Signature _____ Date _____

INSTRUCTIONS

Hourly Payroll Time Report

Purpose:

Use this form to authorize Payroll to make payments and charge funds as recorded.

How:

Beginning/Ending Period	Refer to the Payroll schedule issued annually.
Hourly Rate	As employees have a variety of hourly jobs, it is imperative that the hourly rate be indicated. This allows payroll to match pay rate with the proper student job.
Payroll Data	Indicate the number of hours worked in the appropriate day for each FOAPAL being charged. ¼, ½, and ¾ hours can be recorded as .25, .5, and .75 respectively.
Total	The total hours worked per day must be recorded as these are the hours entered into the system. Be sure the payroll data hours equal the accounting data hours.
Accounting Data	Enter the FOAPAL and the Hours Worked for each restricted fund being charged during this period. The Total Hours field must also be completed and must equal total hours reported in the Payroll data section.

IMPORTANT:

The Payroll Data and the Accounting Data must be in relation to the A, B, C, . . . code. For example: the Accounting Data listed next to A will be charged for the number of hours listed for Payroll Data next to A.

If this form is not completed in its entirety — including ALL total fields — it will be returned unprocessed.

November 1, 2002

side.

FORMS/Hourly Time Sheet for Restricted Funds.doc

See instructions on reverse