

UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET

UPAY 644C-2 (R6/98)
 # 33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY)
PAY CYCLE TYPE (18) B M CIRCLE ONE

M = PAID MONTHLY
 B = PAID BI-WEEKLY

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME			W S P 89	
													DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. SERV. 81-83		TIME IN HOURS 84-88
	AP																			
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REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
 AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE