

**BRS MANUAL MONTHLY TIMESHEET
FOR ASE/STUDENT ASSISTANT with DUAL APPOINTMENTS**

EMPLOYEE NAME: _____	UCB ID: _____	MONTHLY PAY PERIOD
PAYROLL TITLE _____	DEPT: _____	MONTH _____ YEAR _____

DATE	DAY OF WEEK	PAY CODE	START TIME	END TIME	TOTAL DAILY HOURS	NOTES
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	0	0	0	0	0	

Employee's Signature: _____ Date: ____/____/____ Supervisor's Signature: _____ Date: ____/____/____

*How to submit: Send your completed/signed timesheet to your Supervisor for approval. Supervisors must then send the completed/approved timesheet to the applicable BRS Regional Payroll Team shown below. In the email subject, include dept. name, dept. ID/ORG Node, and the employee's name.

- BEARS (incl. I-House): bears_payroll@berkeley.edu
- BEST: best_payroll@berkeley.edu
- ERSO: Refer to the ERSO Payroll webpage for specific directions at: <https://www.erso.berkeley.edu/web/payroll>
- ProS: pros.payroll@berkeley.edu
- SHARE: share_payroll@berkeley.edu
- Cal Performances: mdebellis@berkeley.edu or ofelia@berkeley.edu

Don't know which Region supports you/your dept?

Use this Region Finder tool: <https://portal.berkeley.edu/regions>

Updated 08/11/24

PAY CODES

- A1N: ADMIN LEAVE WITH PAY
- CON: COMP TIME OFF (Non exempt)
- LOA: LEAVE OF ABSENCE (Unpaid)
- LOP: LEAVE WITHOUT PAY
- PTO: PAID TIME OFF (Post Docs & GSRs only)
- SDF: SHIFT DIFFERENTIAL
- SKL: SICK LEAVE TAKEN
- VAC: VACATION LEAVE TAKEN