

BRS MANUAL MONTHLY TIMESHEET

University of California, Berkeley • Berkeley Regional Services • Phone: (510) 664 - 9000, Option 3

PURPOSE: These monthly (manual) timesheets are typically used by monthly-paid exempt employees who only need to report leave time taken using the appropriate PAY CODES shown below.

EMPLOYEE NAME:

UCB ID:

MONTHLY PAY PERIOD

TITLE:

DEPT:

(Month) (Year)

DATE	DAY OF THE WEEK	PAY CODE	HOURS TAKEN	NOTES	DATE	DAY OF THE WEEK	PAY CODE	HOURS TAKEN	NOTES	
1					17					
2					18					
3					19					
4					20					
5					21					
6					22					
7					23					
8					24					
9					25					
10					26					
11					27					
12					28					
13					29					
14					30					
15					31					
16										
			TOTAL					TOTAL		

Employee Signature:

Date:

Supervisor 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 subject line, include dept. name, dept. ID/ORG Node, and employee's name.

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)
- SKL: SICK LEAVE TAKEN
- VAC: VACATION LEAVE TAKEN

- 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: mdebells@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>