HSU SPONSORED PROGRAMS LEVEL OF EFFORT
AND TIMESHEET INSTRUCTIONS

In order to better serve you 😊 we have worked around the clock 😒 to create two new timesheets; one for students and one for non-students. These new timesheets, and Level of Effort, no longer require that a check request be attached.

We have tried to make the forms easy to use and do some of the work for you. Here are some helpful tips when using these new forms:

1. The forms are Print and Fill and automatically will tab to the next section.
2. For the student timesheet you may choose from two GLC codes.
3. Each pay period has been pre-selected.
4. The account number is hard coded on each form.
5. You can type in the date or select it from the calendar.
6. The hours will automatically calculate for the week and accumulate in the ‘Total Hours’ box.
7. Once you fill in your hourly rate the gross earnings will calculate.
8. Again, no check request is necessary. All required information is on one form.

In order to make the payroll process better we would like to ask your assistance with the following 😊:

1. Don’t use the old timesheet and Level of Effort forms. Purge old electronic or hard-copy forms.
2. Don’t attach a check request to the Level of Effort or timesheet.
3. Please turn them in each pay period. We are required by California Labor Laws 😎 to pay employees for hours worked each pay period on the pay dates posted.
4. Fill in the Print Name and Phone Number fields so that we can contact you if we need some help with the document you submitted.
5. Please don’t use pencil. This is a legal document.
6. If you change your address, complete a new W4. Changing your address on the timesheet or Level of Effort will not change your address in the payroll system.
7. If you want to pick your paycheck up at the cashier’s, please check the box at the top of the timesheet or Level of Effort.