

Additional Pay Time Reporting Worksheet

Campus: BERKELEY

UPAY 644C-1 (R7/11) E0435

This worksheet is for departmental use and may be used to assist you in gathering information needed to process additional pay.

M S
Pay Cycle Type

Department _____ Payroll Processing Unit Code _____ Pay Period Ending Date _____

Employee Last Name _____				Employee First Name _____				Employee ID _____			
TR	ACCT DIST NO	TITLE CODE	BU	ACCOUNT	FUND	ORG	PROG	PROJ	FLEX	RATE/AMOUNT	A/H
AP											
REGULAR TIME						OVERTIME OR LEAVE TIME					
DESC SERV		TOTAL REGULAR TIME ON PAY STATUS		HOURS/%		DESC SERV		TIME IN HOURS		WSP	
				<input type="radio"/> Hours <input type="radio"/> Percent							

Employee Last Name _____				Employee First Name _____				Employee ID _____			
TR	ACCT DIST NO	TITLE CODE	BU	ACCOUNT	FUND	ORG	PROG	PROJ	FLEX	RATE/AMOUNT	A/H
AP											
REGULAR TIME						OVERTIME OR LEAVE TIME					
DESC SERV		TOTAL REGULAR TIME ON PAY STATUS		HOURS/%		DESC SERV		TIME IN HOURS		WSP	
				<input type="radio"/> Hours <input type="radio"/> Percent							

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AP											
REGULAR TIME						OVERTIME OR LEAVE TIME					
DESC SERV		TOTAL REGULAR TIME ON PAY STATUS		HOURS/%		DESC SERV		TIME IN HOURS		WSP	
				<input type="radio"/> Hours <input type="radio"/> Percent							

I hereby certify that time and/or 'By Agreement' Amounts indicated are in order for payment.

Signature _____

Date _____

Prepared by _____

Preparer E-mail _____

Preparer Phone _____