

**University of California, Santa Barbara
Materials Department
Hourly Employees Time Sheet**

Name: _____
Account Number: _____
Date: _____

Advisor: _____
Account Name: _____
Total Hours: _____

Month: _____

Month: _____

1 ___ hrs - from ___ to ___
2 ___ hrs - from ___ to ___
3 ___ hrs - from ___ to ___
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28 ___ hrs - from ___ to ___
29 ___ hrs - from ___ to ___
30 ___ hrs - from ___ to ___
31 ___ hrs - from ___ to ___

Employee Signature **Date**

Advisor Signature **Date**

Time Cards are due every other Monday. (The Monday following payday)



2018

BIWEEKLY PAYROLL CALENDAR AT-A-GLANCE

No. of Working Days

- = Biweekly Payday
- = No Flat Rate Deductions Biweekly Payday
- = Holidays

- = B1 Pay Period End
- = B2 Pay Period End
Vacation and Sick earned

No. of Working Hours

<p>23 January 2018 184</p> <table border="1"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td> 1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td> 10</td><td>11</td><td>12</td><td> 13</td></tr> <tr><td>14</td><td> 15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td> 24</td><td>25</td><td>26</td><td> 27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa		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				<p>20 February 2018 160</p> <table border="1"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td> 7</td><td>8</td><td>9</td><td> 10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td> 19</td><td>20</td><td> 21</td><td>22</td><td>23</td><td> 24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					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				<p>22 March 2018 176</p> <table border="1"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td> 7</td><td>8</td><td>9</td><td> 10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td> 21</td><td>22</td><td>23</td><td> 24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td> 30</td><td>31</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					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	<p>21 April 2018 168</p> <table border="1"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td> 4</td><td>5</td><td>6</td><td> 7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td> 18</td><td>19</td><td>20</td><td> 21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	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																			
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