

DEPARTMENT

UCSF PAYROLL/PERSONNEL

ADDITIONAL PAY TIME REPORTING

WORKSHEET

UPAY 644C-2 (R3/14)

# 33810 / 71455-261

PAY PERIOD ENDING  
(MM/DD/YY)

12-17

BIWEEKLY / MONTHLY  
(Select One)

18

☐ B ☐ M

EMPLOYEE NAME

																	REGULAR TIME			OVERTIME OR LEAVE TIME				
EMPLOYEE ID	TR CODE	ACCT. DIST. NO.	E R C	T Y P	D U C	TITLE CODE	B U	FUND	DEPT ID	PROJECT	FUNC	FLEXFIELD	S U B	RATE/ AMOUNT	A/ H	DESC. SERV	TOTAL REGULAR TIME ON PAY STATUS	H/ %	DESC. SERV.	TIME IN HOURS	DESC. SERV.	TIME IN HOURS	W S P	
1-9	10-11	19-20	90	91	92	22-25	26	27-31	32-37	38-44	45-46	47-52	53	56-62	63	64-66	67-71	72	73-75	76-80	81-83	84-88	89	
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REASON FOR ADDITIONAL PAY (type "X" the appropriate box):

- ☐ EMPLOYMENT FORM TOO LATE FOR TIME SHEET
- ☐ OVERTIME
- ☐ CHANGE IN STATUS TOO LATE FOR TIME SHEET
- ☐ ADJUSTMENT OF TIME
- ☐ INCORRECT INFORMATION ON TIME SHEET
- ☐ SEPARATION
- ☐ LATE SUBMISSION OF TIME BY EMPLOYEE
- ☐ OTHER (Explain)
- ☐ INTERCAMPUS TRANSFER

5 YRS SUBJECT TO CONTRACT  
AND GRANT REQUIREMENTS

CERTIFICATION

SIGNATURETEL EXTDATE

ADDITIONAL AUTHORIZATION

SIGNATUREDATE

SIGNATUREDATE

SIGNATUREDATE

SIGNATUREDATE