CNR HOURLY TIMECARD INSTRUCTIONS

1. Using the CNR Hourly Timecard workbook available from the CNR website, either print out the worksheet template for the appropriate month you worked or save it on your desktop. **Do not start typing in the Timecard while it is on the CNR website.**

2. If you are handwriting your information, please write legibly in DARK BLUE or BLACK ink.

3. For each day worked, enter the number of hours. Round all hours to nearest quarter hour (0.25, 0.5, 0.75, .00).

4. Project hours through the last day of the month with supervisor consent.

5. Report hours worked for current month only. Do not put hours worked in different months on the same timecard. If necessary, submit previous month’s hours worked on the corresponding timecard. Do NOT include Holiday hours, only actual hours worked. Holiday hours are earned when an eligible employee works at least 50% of the monthly working hours in that month.

6. Each timecard must be signed and dated by the employee and their designated supervisor.

7. Due dates are pre-printed for each month. Timecards must be submitted by the 5pm deadline or they are considered late and may result in a late payment.

8. Signed timecards can be submitted **ONE** of the following ways:
   1) Scan/email with both signatures or attached to an email from your supervisor approving the attached timesheet. Email to cnrtimesheet@berkeley.edu
   2) Fax to: 510-664-9300

9. If you have a payroll question, you can contact Campus Shared Services (CSS). Please put your department or Center/Facility name in the subject line when you contact CSS by emails.
   1) Call CSS at (510) 664-9000, option 3.
   2) E-mail CSS at hrapscsshelp@berkeley.edu
   3) Log onto the Blu portal (blu.berkeley.edu) and click on the “Campus Shared Services” link at the top to log a service request ticket.