

# CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION

## VOLUNTEER TIME RECORD FORM

(MAY NOT BE USED FOR RESEARCH FOUNDATION OR UNIVERSITY EMPLOYEES)

All volunteer time records must be in the Research Foundation office by 5:00 PM on the last day of the payroll period. Print, sign and email completed form.

Pay Period Start: \_\_\_\_\_  
mm/dd/yyyy

Pay Period End: \_\_\_\_\_  
mm/dd/yyyy

Date of Birth: \_\_\_\_\_  
mm/dd/yyyy

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Street Address/City/Zip Code (required only for first time volunteer or address change) Telephone Number

Select to indicate whether 1st or 2nd pay period	1st period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Grand Total	
	2nd period	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31
<b>CLASSIFIC</b>	<b>FUND</b>	<b>DEPT ID</b>	<b>PROJECT</b>	<b>PROGRAM</b>	<b>CLASS</b>													
<b>VOL</b>																		
<b>VOL</b>																		
<b>VOL</b>																		
<b>VOL</b>																		
Date	<b>TOTAL DAILY HOURS</b>																	

No longer a volunteer as of \_\_\_\_\_  
mm/dd/yyyy

<p>_____</p>	<p>_____</p>	<p>I certify that the information stated above is correct</p> <p>and I approve the cost to the project(s) indicated.</p> <p>Project Director's or Authorized Admin's Name (print)</p> <p>_____</p> <p>Project Director's or Authorized Admin's Signature (required) Date</p> <p>_____</p>
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# CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION VOLUNTEER TIME RECORD INSTRUCTIONS

**Period Start and End** - Use the semi-monthly period start and end dates as published in the Research Foundation Payroll Schedule. Volunteer Time Records are submitted on the same due dates as the employee Timecard form.

**Date of Birth and Address** - The volunteer's date of birth and address are needed only on the initial time record. Changes of address should be noted as they occur. Otherwise leave blank.

**Project Number** - Fill in the 10-digit project number to be charged the workers compensation expense associated with this volunteer's time.

**Hours** - Indicate on the appropriate dates the hours of volunteer work performed.

**Description of Work** - A description of the volunteer's activities is required.

**Signatures** - Have the volunteer sign the time record. No other person should sign for the volunteer. The project director or another individual who is authorized to sign for expenses to the project must sign certifying the volunteer's time record. The supervisor signature is for use at the work site and is not required to charge the workers' compensation expense.

Questions regarding this form may be directed to the Human Resources Department at 562-985-7950.