



**POSTDOCTORAL SCHOLAR
MONTHLY TIMESHEET**
Personal Time Off & Sick Leave Reporting
*Engineering Research Support Organization
University of California, Berkeley*

NAME:

First Name

Last Name

EMPLOYEE ID:

MONTHLY REPORTING PERIOD:

Month

Year

Note: Time is to be reported in one (1) day increments	BEGINNING BALANCE	USAGE	ENDING BALANCE
	Total Days	Number of Days	Total Days
PERSONAL TIME OFF Article 17 UAW/Postdoc contract			
SICK LEAVE Article 22 UAW/Postdoc contract			

SIGNATURE - Postdoctoral Scholar

Date

SIGNATURE - Mentor / Supervisor

Date

Approved timesheets are due by the 5th working day of the month following the reporting period and are required whether or not leave usage was taken during the period.

Submit approved timesheets to: ERSO Payroll Services 197M Cory Hall

Email timesheet questions to: <ERSOpayroll@erso.berkeley.edu>

For the complete Postdoctoral Scholar Policy:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/px_complete_agreement_1010.pdf