

CSUB EXCESS/DEFICIT HOURS CALCULATION FORM

MONTH: _____ YEAR: _____ NAME: _____

DAY OFF (IF APPLICABLE): _____ LUNCH: _____

START/END PAY PERIOD: _____

*22 days = 176 hours
21 days = 168 hours

WORK SCHEDULE (indicate hrs)

S	M	T	W	T	F	S

	Total Hours Worked
First week	
Second Week	
Third Week	
Fourth Week	
Fifth Week	
**Vac/Sick Hours Used	
***Holiday Credit Hours (if applicable)	
Total # of regular hours worked for the month	
Total # of paid hours for the month (22 days or 21 days)	
Excess / Deficit (circle one)	

EMPLOYEE SIGNATURE: _____ DATE: _____

APPROPRIATE ADMINISTRATOR SIGNATURE: _____ DATE: _____

*Please refer to payroll calendar when doing your calculations and for submission due date listed under "miscellaneous pay request".

**Vacation/sick leave usage is typically equal to the employee's normal workday. Example if you are scheduled to work 10 hours, your usage equals 10 hours.

***The number of paid hours for the holiday observance is typically equal to the employee's normal workday.

Payroll
HR