

**CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION**

# 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.